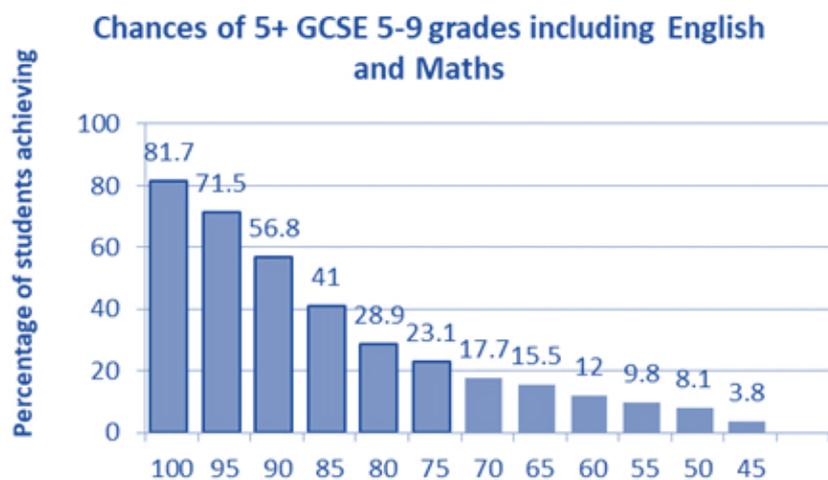


Attendance Guide for Parents & Carers

Be Here, Be On Time, Be the Best!



Why Attendance Matters

At Acklam Grange, we take attendance seriously because it has a huge impact on your child's progress, wellbeing, and future opportunities. We pride ourselves on having above national average yearly attendance.

Good attendance is a team effort between home and school.

It is the **legal responsibility** of parents/carers to ensure their child attends school regularly.

Understanding Attendance

Morning (AM) Register

- Student gates open at **8.00am**
- Students must be inside school **before 8.30am**
- Arrivals after 8.30am are recorded as **late**
- The register closes at **9.15am**
- Arrivals after 9.15am are recorded as **unauthorised absence**

Afternoon (PM) Register

- The afternoon register is taken at the **start of Period 4**
- This register works the same way as the morning register

Types of Absence

Authorised Absence

Approved by school when a valid reason and appropriate evidence are provided.
(Example: medical evidence for appointments, prescriptions)

Unauthorised Absence

Absence without a suitable reason or evidence. This lowers attendance and may lead to meetings, a penalty notice, or legal action.

Attendance Percentage

Your child's attendance is shown as a %. Even authorised absences reduce this number because your child is not present in school.

Support for Attendance

Reporting Absence

Please call school **before 8:30am** each day your child is absent.

📞 **01642 277700**

Providing a specific reason helps us authorise the absence correctly and ensure your child's safety.

Appointments During the School Day

Medical appointments

Please book these **outside school hours** whenever possible.

If an appointment must be during the day:

- Students should attend school **before and after** the appointment
- Medical evidence is required for the absence to be authorised
- Please call/email if planned times change

Opticians, dentists & routine checks

These should be booked outside school hours, including evenings and weekends.

Leaving and returning to school

Students must sign in/out through the school office. They are expected to return afterward unless medically advised otherwise.

Leave of Absence

Requests must:

- Be submitted two weeks in advance
- Include full details and any supporting evidence
- Requests will be approved only in exceptional circumstances, at the Headteacher's discretion.

Leave will NOT be approved for:

- Holidays during term time
- Events that could take place during school holidays
- Multiple performance related activities

Unauthorised leave may result in fines for parents/carers.

There are **13 weeks of school holidays**—please use these for trips and holidays.

Working Together to Remove Barriers

Please contact us as soon as you notice any patterns of absence or any worries your child has about coming to school.

We can support through:

- Meetings with students and families
- Planning strategies for anxiety or worries
- Daily checkins
- 3 day home visits if a child is absent for 3 consecutive days
- Early help and support teams

Rewards

Students with strong attendance can access rewards and special opportunities throughout the year.

We want every child to benefit!

Breakfast Club

Free breakfast is available to all students and is open from **8.00am** each morning.

Attendance Case Conference (ACC)

- A meeting with parents/carers when attendance drops—especially if there are unauthorised absences.
- A support plan is put in place.
- Failure to improve may lead to fines or court action.

Punctuality Case Conference (PCC)

A similar meeting held when a child is repeatedly late.

Need Help?

We're here to support you.

Assistant Headteacher

Mrs Dani Dixon

Educational Welfare Officer

Mrs Jane Greig

For more guidance on school attendance:

<https://www.gov.uk/school-attendance-absence>

*Be Here,
Be On Time,
Be the Best!*

Breakfast club available from 8am