

## Lateness and truancy

Good attendance doesn't just



involve being present – it also involves punctuality. You have a responsibility to ensure that your child

arrives at the Academy on time and completes 'full' school days.

All pupils are expected to be **in their classrooms at 8.45am** every day.

**Gates open at 8.30am** every day.

- Parents must inform the Academy as early as possible if their child is to be absent, and give the reason for the absence
- Medical evidence will be requested if a child has repeated absences for illness

## How you can help

- Provide us with more than one emergency contact for your child, to ensure that we can contact you promptly
- Only take your child out of the Academy during term time where the absence has been **authorised**
- Help your child to understand the importance of regular attendance and punctuality

## Did you know...

### Missing School

- **5 minutes** late each day is equal to **3 lost school days**
- **10 minutes** late each day is equal to **7 lost school days**
- **15 minutes** late each day is equal to **10 lost school days**
- **20 minutes** late each day is equal to **14 lost school days**
- **30 minutes** late each day is equal to **20 lost school days**

There are 190 days in a school year.

All children are expected to achieve an attendance rate of **96%**.

- **190 days = 100%**
- **180 days = 95%**



***Attendance matters!***



**Ormiston Cliff Park**  
**PRIMARY ACADEMY**

### Academy attendance

*what parents  
need to know*

### Why is good attendance important?

Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance, pupils have a better chance of:

- Building friendships and developing social groups
- Developing life skills
- Engaging in essential learning and other school social events
- Achieving to their full potential
- Minimising the risk of engaging in anti-social behaviour and becoming victims or perpetrators of crime.

### What does the law say?

All children of compulsory school age – between 5-16 – must receive a suitable full-time education. As a parent, you are responsible for ensuring that this happens, either by registering your child at a school or by making appropriate alternative arrangements.

Once you have registered your child at a school, you are also legally responsible for ensuring that your child attends school regularly. If you fail to do this – even if your child

misses school without you knowing – legal action can be taken against you by the LA. It is a legal offence to fail to ensure your child attends school regularly. **Legal action can involve a penalty notice or being taken to court.**

A penalty notice of £60 may be issued as an alternative to prosecution, but this will rise to £120 if it is not paid within 21 days.

Failure to pay a penalty notice will usually lead to **prosecution.**



### Can my child ever be absent?



When a pupil is absent from the Academy, this will be classified as either **'authorised'** or **'unauthorised'**.

Authorised absences are only permitted for valid reasons such as:

- Illness
- Medical or dental appointments
- Religious observances
- Family bereavement

Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.



### What are unauthorised absences?

Unauthorised absences are those which are not considered essential or reasonable.

Unauthorised absences can include:

- Forgetting school term dates
- Oversleeping
- Absences which have not been explained
- Arriving at school after the register has closed
- Leaving school for no essential reason during the day

### Holidays during term time

- Holidays in term time will not be authorized, except in very exceptional circumstances
- **All parents must complete a holiday form and attend an appointment with the Principal**
- Taking a holiday in term time may result in a Fixed Penalty Notice being issued by the Local Authority

***Remember:  
missing school is  
missing out!***

If you'd like further information regarding attendance at our Academy, please see our **Attendance Policy** – downloadable from the Academy website: [www.ocppa.co.uk](http://www.ocppa.co.uk)



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*Thank you for your  
continued support*