

Punctuality

All children who arrive after the classroom doors have closed at 8.40am in KS2 and 8.55am in F2/ KS1 must report to the main office. Lateness will be recorded as follows:

KS2 8.40am – 9.30am – L Code (Late)

F2 and KS1 8.55am – 9.30am – L Code (Late)

F2, KS1 and KS2 9.30am onwards – U Code (Unauthorised)

A Penalty Notice will be issued where a pupil is persistently late for 10 separate instances over a period of 6 weeks and where these are marked as a "U" code in the register.

Holidays in term time

In September 2013 new Government Legislation was introduced which prevented Principals from authorising holiday absence during term time unless there were exceptional circumstances. The Parkgate Academy will offer an extra week holiday (Inset Week) during May for parents to take advantage of cheaper holiday deals. If you wish to take your child out of school during term time for the purpose of a holiday you **must** complete a leave of absence form this can be done by arranging an appointment with the Principal at least one month in advance so you can state the dates you wish your child to be absent and the reason why. **Any holidays in excess of 3 days (6 sessions) taken during term time will be unauthorised, regardless of reasons.** The holiday will be subject to a fixed penalty fine unless it is classed as exceptional circumstances. You will be notified in writing as to whether the absence will be forwarded to the Local Authority for a fixed penalty fine.

OUR ATTENDANCE LEAD IS

MRS CHADBURN

OUR ATTENDANCE OFFICER IS

MRS E LEIVERS

Her role is to support you if you have any difficulties with attendance as well as ensure your child attends school regularly and punctually.

REPORTING ABSENCES

TELEPHONE:-01623 860584

Any absences should be reported to the school before 8.45am on the first day of absence and every day that

Follows.

School can only authorise absences in the case of genuine illness, hospital/medical appointments or other personal exceptional circumstances. We **CANNOT** authorise absences for reasons such as: shopping, haircuts, birthdays, other family member illness, visiting relatives, no clean uniform or getting up late.



THE PARKGATE ACADEMY

LABOR OMNIA VINCIT

'hard work conquers everything'

SCHOOL

ATTENDANCE MATTERS



PRINCIPAL: MRS KERRY CHADBURN
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PART OF THE FORGE TRUST, CHIEF EXECUTIVE OFFICER:
MR LEE HESSEY MA (Ed)



THE PARKGATE ACADEMY
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At Parkgate Academy we view excellent attendance and punctuality as vitally important for the learning and progress of the children. Your child's time at school is very valuable they only get the chance once! It is therefore very important that they miss as little school as possible.

Research shows that children who have good school attendance are more likely to do well in the future. Regular attendance also helps children to develop their confidence and make and keep lasting friendships.

Improving Attendance remains our biggest target area as an Academy. Our target for 2021/2022 is **97%** which is in line with the National Average figure for primary schools.

Thank you for your support in getting your child into school on time everyday.

SCHOOL HOURS

Foundation 2 to Year 2: 8.55am – 2.55pm

Year 3 to Year 6: 8.40am - 3.10pm

ROLES AND RESPONSIBILITIES

Parents and Carers

To ensure your child attends every day unless they are unwell.

- To inform school by telephone on the **FIRST** day of absence because of illness, and everyday that follows.
- Try and arrange Medical appointments outside of school time.
- Where medical appointments cannot be taken out of school hours medical evidence is taken to the school office to authorise the absence.
- To bring and collect your children promptly. If your child is late they must be signed into school at the main office.
- Holidays are avoided during term time.
- **A Leave of Absence Application Form** is completed if you believe it is unavoidable to take your child on holiday during term time.
- Ensure that school are informed if someone different will be collecting your child

'Attend to Achieve'

ROLES AND RESPONSIBILITIES

Parkgate Academy

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality weekly.
- To contact parents/carers if no reason has been received for a child's absence.
- To inform parents/carers if a child's attendance falls below 90% or if poor punctuality is having a significant effect upon a child's education.
- To write and meet parents if attendance is poor or punctuality does not improve after initial letter.
- School to offer advice and support families.
- To contact Family Services/Local Authority if unauthorised absences persist.
- To provide a range of incentives to encourage excellent attendance. Currently they include, certificates, class medals, a Family Prize Draw.