

Arriving Late to School

Good attendance doesn't just involve being present in school – it also involves punctuality.

Parents have a responsibility to ensure that their child arrives to school on time every day.

The school gate opens at 8:40am. Children from Reception to Year 6 are expected to be in school at **8:50am** ready to start lessons. If your child arrives after 8:50am children and parents must report to the school office to sign in on our electronic entry sign-in platform. This will ensure that they are put on the register.

Children arriving after 8:50am will be marked as present but arriving late (L) and the number of minutes will be recorded.

Being late to school can have a huge impact on your child's learning, and can even affect them socially – they may feel awkward or different if they have to join their class late each day.

Over one school year:

- 5 minutes late every day = 3 days missed
- 15 minutes late every day = 2 weeks missed
- 30 minutes late every day = 4 weeks missed



School Attendance Matters!

Please don't underestimate the importance of 100% attendance. Even one day missed can have an effect on learning.

Over one school year:

- 98% attendance = 4 school days missed
- 95% attendance = 10 school days missed
- 90% attendance = 19 school days missed
- 80% attendance = 38 school days missed



Please help us to promote good attendance throughout our school – you really do play an important role.

Section 444 of the Education Act states:

“If a pupil of compulsory school age who is a registered pupil fails to attend school regularly, his/her parent is guilty of an offence.”

If you need any support with attendance or getting to school on time, please contact our Attendance Team on 01902 556486



Bushbury Lane Academy

School Attendance

Information for Parents and Carers
January 2025

Attendance Matters



Every Day Counts....

Absence Reporting

It is **Parents/Carers** responsibility to inform the school of any absences by 8:15am on **every day of absence**

This can be done by:

- Leaving a message on our Attendance Answer-phone (01902 556486)
- Reporting your child's absence via the Arbor App
- Emailing: office@bushburylaneacademy.co.uk
- Calling the School Office on 01902 556486

If no contact is made with school for 2 days, a home visit will be completed by staff members.

Family Holidays and Term Time Leave

Parents/carers should ensure that family holidays are arranged outside of school term times. If this is unavoidable, a Leave of Absence Request Form should be completed and returned to the school office a **minimum** of 4 weeks before the leave is taken.

All requests will be responded to in writing within 5 school days. Requests for leave will not be authorised in the following circumstances:

- Immediately before and during assessment periods
- When a child's attendance record shows any unauthorised absences
- Where a child's authorised absence record is already above 10% for any reason
- If the request is made within less than 4 weeks of the absence date

Leave in term time will only be authorised in the most exceptional circumstances. All other leave will be "unauthorised", and parents/carers may be issued with a penalty notice (£80 per parent, per child).

Illness Guidance

We understand that illness can sometimes prevent your child from attending school. However, if your child has a mild snuffle, sore throat or cough, they may still be well enough to attend school with the appropriate medication. Please use your best judgment and consult with your healthcare provider if you are unsure.

We normally advise 48 hours to clear any confirmed sickness & diarrhoea viral infections.

Looking after your child is very important to us, and we will contact you if we feel they should be at home because of illness.

The NHS have produced a guide that you may find useful when deciding if your child is well enough to attend school here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child's attendance falls below 96.99%, we will ask that you provide proof of illness wherever possible (medical appointment card, hospital note, prescription, etc). Please ask the Team for further advice on what is classed as medical evidence.



How Can You Help Support Your Child?

- Make sure your child attends school and on time, every day the school is open
- Make sure that your child understands that it is important to attend school and on time each day
- Ensure a good bedtime routine to enable your child to get enough sleep, and establishing a good routine each evening and each morning so they are prepared for the school day ahead
- Arrange dental/medical appointments outside of school hours wherever possible. Where this is not possible, please ensure your child attends before and returns promptly afterwards. Medical appointments do not always need a full day off, and we will only authorise one session for a medical appointment. A school day is 2 sessions
- Take holidays during school holidays, not during term-time
- Talk positively to your child about school and take an interest in their school day
- Attend parents' evenings and school events
- Praise and reward your child's efforts and achievements in school
- Support school staff by working in partnership with us to best manage and support your child with any difficult or challenging behaviour or circumstances
- Discuss any problems or difficulties with school as soon as they arise—staff are here to help
- We want your child to be safe, happy, healthy and given every opportunity to aspire to have a great future