

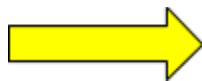


Attendance

At Brookfield Primary Academy



Every Day Counts!



GOLD

Your child's attendance is above 98%. They are absent less than 4 days in a school year. They are highly likely to achieve the best levels for their ability by the end of Key Stage 2.



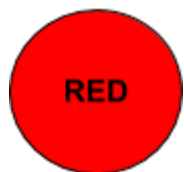
GREEN

Your child's attendance is 96% plus. They are absent less than 8 days in a school year. They will probably achieve the best levels for their ability by the end of Key Stage 2.



AMBER

Your child's attendance is 90 - 94%. They are missing up to 20 days in each school year - a full month! This amount of absence will make progress difficult and reduce their level of success.



RED

Your child's attendance is less than 90%. They are missing 1 or 2 days a fortnight; this is the same as nearly six months throughout their time in Key Stage 2. Missing this amount of time will make it extremely difficult for them to keep up in lessons and make progress. You need to take action! As a parent or carer, you could face a fine or court action.



What do I do if my Child is Absent?

We know that illness is unavoidable and to be expected but knowing whether pupils are going to be absent from school and the reasons for any absences is an important safeguarding issue for the school. It is therefore, vitally important that if your child is not going to be in school that you complete the [BF Absence Form](#). If you are unable to access the form please either call the school and leave a message on the school absence line on **020 8644 8616 opt 1** (*you do not need to speak to a member of the office staff*) or email the office on bfoffice@leoacademytrust.co.uk. Please call before 9.30am and call every day of absence. Please note that if your child is unwell for 5 or more days, medical evidence may be requested.

If we do not hear from you we call all the contact numbers that you have provided in order to gain an explanation for the absence. If we receive no answer we will send a text message to the primary contacts. This procedure is to ensure that we know where your child is and that you are all safe.

Under the regulations in The Education Act 1993, we have a duty of care to find the reason for all absences and to decide whether to authorise or not. Unfortunately if we do not have an explanation for absences we will have to mark them as unauthorised.

Holiday During Term Time?

Please do not take holidays in school time. The school will only authorise absence in exceptional circumstances and any unauthorised absences will be recorded on your child's attendance record.

In particular, please note that where a child is taken out of school for a holiday during term time for 5 days/10 sessions or more within a three month period (this need not be consecutive), each parent is liable to receive a penalty notice for each child. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised. Currently the Penalty Notice is £60 if paid within 21 days and £120 if paid after 21 days but within 28 days. Failure to pay the Penalty Notice will result in you being served with a summons to appear at the Magistrates Court.

Attendance Targets?

Every year the school's attendance target is set by the Local Authority. This target is agreed with the Principal and Governors. This year our target is set at 96%. With your help we can achieve this!

How can I improve Attendance?

- Family holidays should not be taken during term time.
- Please where possible make dental, medical or other appointments during the holidays or out of school hours. If the appointment is during school hours we will require an appointment letter/card as proof of the appointment. If the appointment is urgent or last minute, please advise the school as soon as possible.
- Praise and reward good attendance at home and at school. We will congratulate and encourage students with attendance certificates at the end of every term.
- Arrive at school on time and avoid a late mark. Children are often unsettled if they are late to school. If they miss the beginning of the lesson it is difficult for them to catch up.

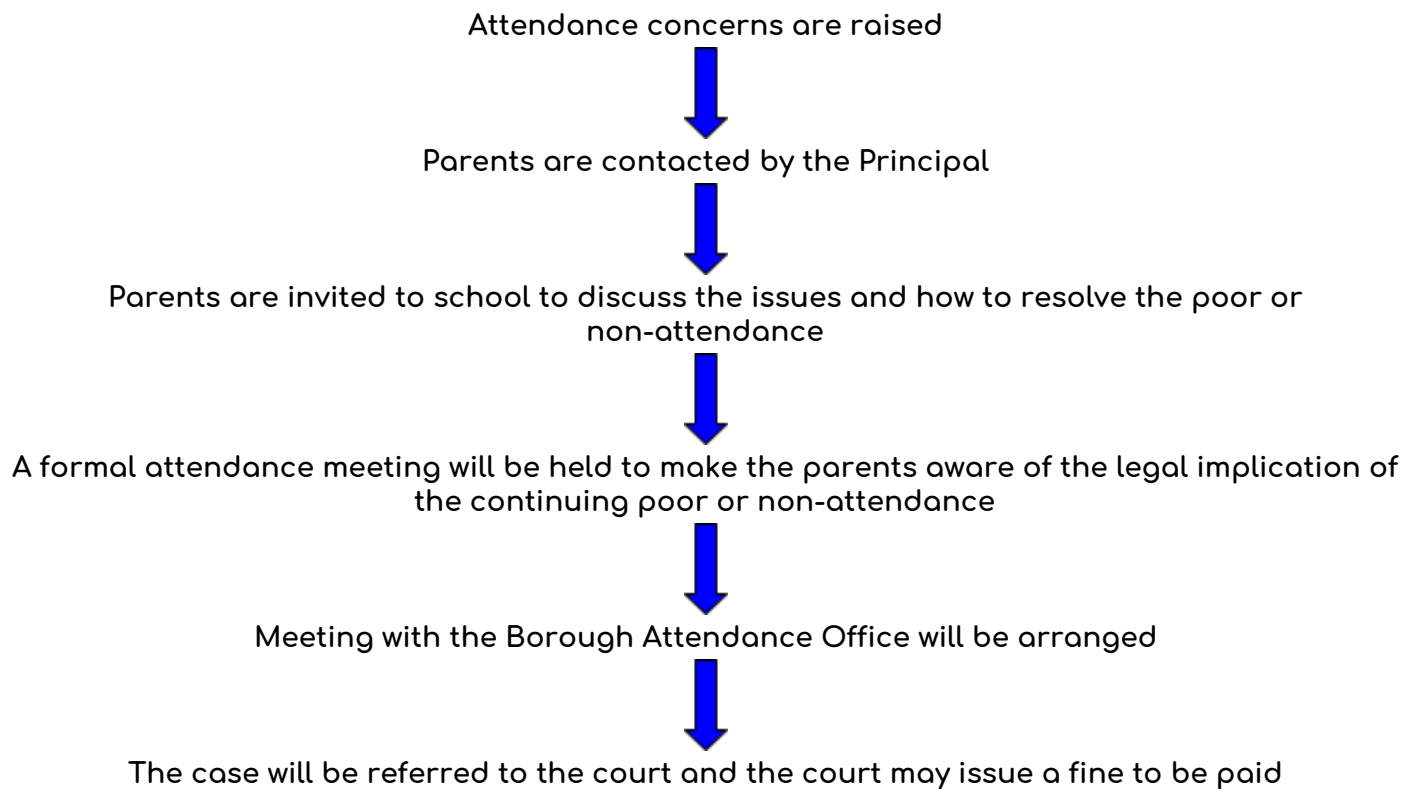


- If you are having problems getting your child to school, come and speak to your child's class teacher. We want to help you to resolve problems before poor attendance becomes an issue.

What happens if my child has poor Attendance?

Parents or carers are responsible for ensuring that their children attend school. Poor attendance is always a cause for concern and if it is not resolved it can escalate to a court case and result in a fine being issued.

The procedures for poor attendance are as follows:



The simple message is:
the greater the attendance, the greater the achievement