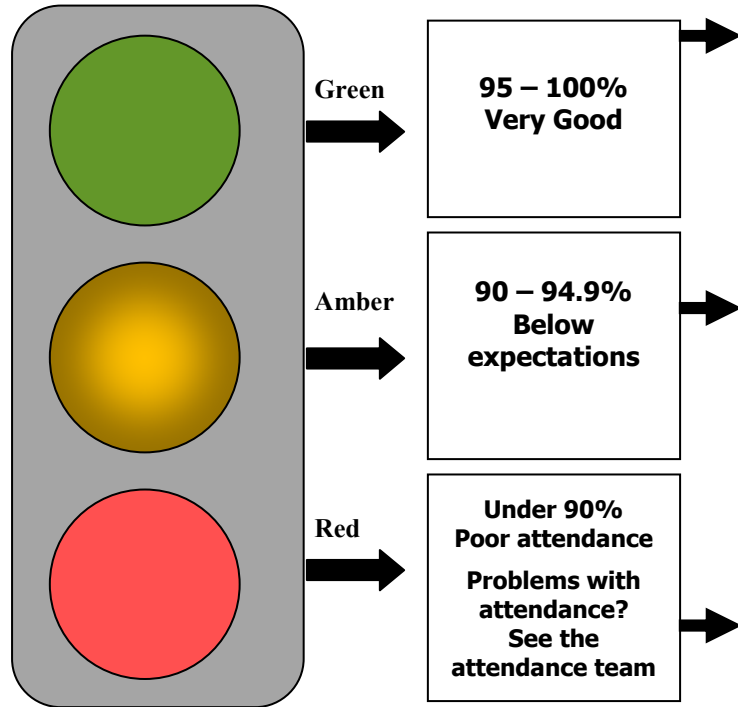


## Our target for school attendance is **95%**

- ☺ A student who ends the school year on 90% attendance will have missed four complete weeks of school.
- ☺ 90% over 5 years at secondary school equates to half a school year



**Wherever possible please make medical and dental appointments outside of school hours**



# Attendance Facts

If your child attends school **100%** they will be able to make the best of all the opportunities available to them.

**Children who have very good attendance are more likely to gain 5 or more A-C GCSEs or equivalent qualifications.**

If your child's attendance is below expectations for their entire school career, they will have missed over one year's education!

**91.1% attendance = missing 17 days of school in one year.**

Missing 17 days a year also means dropping 1 GCSE grade (on average).

Children with poor attendance are less likely to gain 5 A\*- C GCSEs.

**82.1% attendance = missing 34 days of school in one year.**

**Poor attendance will have a serious impact on education, work ethic and life chances.**

Based on an idea kindly shared by The Shoreham Academy

The  
Littlehampton  
Academy



**The greater the attendance, the greater the achievement**

**Punctual and regular school attendance is an essential requirement for successful learning from the time a child starts school**

## INFORMATION FOR FAMILIES

If you need this booklet in large print or in an alternative version, please contact  
The Littlehampton Academy,  
Hill Road, Littlehampton, BN17 6DQ  
01903 711120  
Email: [office@tla.woodard.co.uk](mailto:office@tla.woodard.co.uk)  
Website: [www.tla.woodard.co.uk](http://www.tla.woodard.co.uk)

## Holidays

In total there are 175 **non-school** days a year. This gives families the opportunity to:

- ☺ Spend time together
- ☺ Go on family visits and days out
- ☺ Go on holiday
- ☺ Go shopping
- ☺ Attend routine appointments



It is our policy not to authorize any term time holidays to students in years 9—13. Applications for holidays will only be considered for students in Years 7 and 8 if attendance is over 95%. Holidays are authorized at the discretion of the Principal.

Taking a holiday during term time, seriously affects your child's attendance and in turn their attainment.

## Year 11 Prom

When inviting students to their Year 11 prom, attendance is taken into consideration. If this is not satisfactory, your child will not be invited to attend.



## Practicalities

☺ It is the parents' responsibility to contact school to report any absence. Numbers are as follows:

Teresa : 01903 711145  
Mandela: 01903 711141  
Roddick: 01903 711143  
Shakespeare: 01903 711142  
College: 01903 711149

- ☺ **Tuancy Call:** If a student is absent in the morning and the school has not received an explanation, we will telephone or text home.
- ☺ You should send a note into school upon your child's return, explaining the reason for absence.
- ☺ Your child should return to school as soon as he/she is able to do so.
- ☺ Attendance should be a priority.
- ☺ Students who are regularly late to school will be given a detention. Persistent lateness can lead to a fixed penalty notice.
- ☺ If you fear your child has not attended school, please telephone the Chapter Office so a check can be made.
- ☺ If you have ANY concerns about attendance, please do not hesitate to contact us at school.

## Be Safe

Tuancy/unsupervised absences can put students at risk. **Persistent absentees** are statistically more likely to become teenage parents, unemployed or homeless or to engage in petty crime and drug abuse.

A persistent absentee is a student who misses on average one day of school each week throughout the academic year.

**80% and below attendance =  
A PERSISTENT ABSENTEE**

## The Law

The Education Act 1996 requires parents to ensure their children of compulsory school age receive efficient full-time education.

The law says that parent/carers whose children of compulsory school age are absent from school without good reason are committing an offence.

**The Local Education Authority can issue a fixed penalty notice for unauthorised absence**

A fixed penalty notice can be given for a student who has 10 unauthorized absences (am and pm count as separate absences) from school in a 10 week period. If paid within 28days, the fine is £50 rising to £100 if paid within 42 days.

You need to be aware that, although you may provide a reason for absence, it is the school which decides if the absence is recorded as authorized or unauthorized.

**Attendance is always included on your child's report—please talk to your child about it.**

**Please help us to help your child attend school regularly. If there are any problems, please contact us.**