

Roles and Responsibilities:

Role of Parents/Carers:

Parents/Carers have an essential role in ensuring their child's good attendance.

We ask Parents/Carers to:

- Establish good attendance habits by acting as a role model and showing children that good attendance and punctuality is important.
- Praise and reward good attendance, even small successes such as getting ready quickly, even if resisting going to school.
- Talk regularly with their child about school, and how they feel about it. Children are more likely to want to attend school if they feel supported and their anxieties and concerns are listened to.
- Contact the school as soon as possible to say why their child is absent and when they are expected to return.
- Only allow days at home for genuine illness.
- If appropriate, arrange for a relative or friend to take a child to school if a sibling is unwell.
- Avoid taking holidays in term time.
- Ensure that wherever possible, medical and routine appointments are made outside of the school day.
- Know routines of the day to avoid issues, e.g. ensuring children have their water bottle and other items for school ready.
- Establish a good bedtime routine, so that their child can sleep well, get enough sleep and make mornings less of a struggle.

What do we do to celebrate great attendance?

- **Termly attendance awards with certificates presented in assembly and entry into our prize draw to win Amazon Vouchers!**
- **Shorter attendance challenges (Easter/Christmas with prize draws)**
- **Weekly challenges with reward time for top classes**
- **Attendance celebration board in the hall**



Understanding Attendance at Carr Lodge Academy

OCTOBER 2023



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Why is regular school attendance important?

- Research shows that pupils who attend school on a regular basis are more likely to have better academic attainment which leads to greater career options
- Social interactions and friendships
- Opportunity to discover new interests and participate in after school clubs and other enrichment activities
- Our academy has an excellent personal development offer for all pupils to enjoy so don't let them miss out on fantastic trips, visitors and special experiences!

What is authorised and unauthorised absence?

Every half-day absence counts as one session and has to be classified by the academy (not parent/carer) as either AUTHORISED or UNAUTHORISED. Parents/carers must notify the academy on the first day of any absence no later than 9.30am. Failure to do so may result in text messages, phone calls and possible home visits to determine a reason for absence in line with academy safeguarding procedures.

Authorised Absence is an absence for a valid reason such as:

- Genuine illness
- Medical/dental appointments that cannot be arranged out of school hours
- Other emergencies and exceptional circumstances as determined at the discretion of the Principal



Unauthorised Absence is when the academy does not consider absence reasonable. This can lead to fines and/or legal proceedings. This can include:

- Parents/carers keeping pupils off unnecessarily
- Truancy before or during the school day
- Absences not explained properly
- Pupils that arrive after 10am
- Pupils who have stayed up late the night before
- Shopping/birthdays/day trips
- Looking after other children



Roles and Responsibilities:

Role of Pupils:

Pupils have a responsibility to themselves and others to play a positive role in the life of the academy and to make the most of the education opportunities available to them.

At Carr Lodge Academy we expect all pupils to:

- Be aware that they must attend school every day.
- Be aware that they must arrive at school on time.
- Be aware that they must arrive at school prepared for the day.
- Speak to a member of staff if they are experiencing difficulties at school or at home, which may be affecting their attendance.

You can see our full Attendance Policy on our website www.carrlodgeacademy.org under the 'Policies' Tab.