

SIR ROBERT PATTINSON ACADEMY

Attendance Guidance for Parents and Carers



This guidance is designed to support the parents/carers of compulsory school aged children to achieve an efficient, full-time education.

Time missed in front of a teacher can never be caught up in the same way.

Primary attendance for your child has been analysed to support us in helping manage school attendance during their time at SRPA.

The Law:

The law entitles every child of compulsory school age (5-16) to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. If your child is on the roll of a school the expectation is that they come every day unless too unwell to do so. It is the Academy's decision to authorise or unauthorise any absences.

Absent Text Number
07526 750764

The only information
required is:

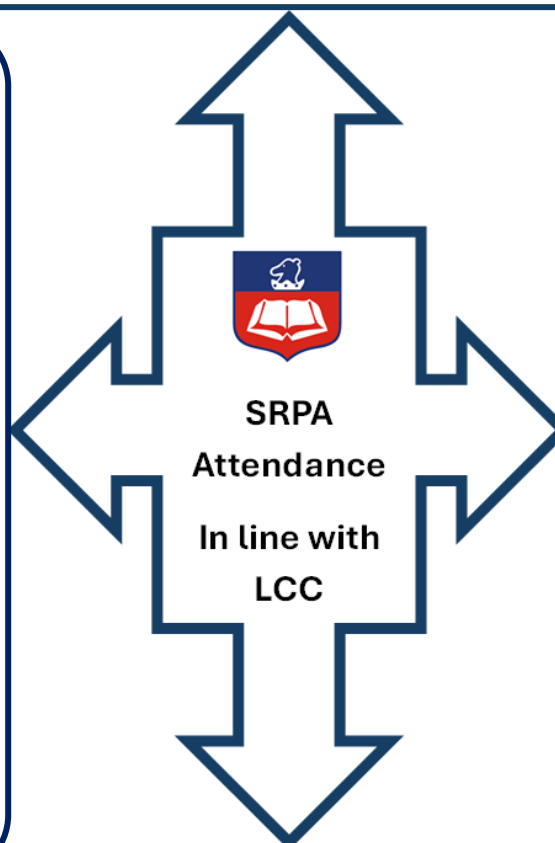
Full name:

R2L Group:

Symptoms:

Symptoms are
needed as we must
report any notifiable
illnesses to the UK
Health Security
Agency

**"Unwell, illness &
poorly" are
unauthorised
absences**



Children who are not
receiving an efficient
full-time education
must be identified
and the Local
Authority must be
made aware. These
are:

Children Missing
Education (CME)

Children missing out
on education (CMOE)

Pupils Not Attending
Regularly (PNAR)

5 sessions (10 days) of
unauthorised absences

15 days of Illness

Holiday Fines are issued to each parent for each child, regardless of who takes the child on holiday.

First Offence: £160 per parent per child to be paid within 28 days reduced to £80 if paid within 21 days

Second Offence: £160 per parent per child to be paid within 28 days

Third Offence: A fine will not be issued, the case will be presented to the magistrates' court and fines can be up to £2500 per parent, per child. If found guilty can show on the parents DBS certificate, due to "failure to safeguard a child's education"

Please note, failure to pay a holiday fine will result in further legal action from Lincolnshire County Council.

Attendance is *considered* with invitations to participate in sporting events, trips and visits.

Medical appointments are authorised upon receipt of confirmation of appointment. Once they are received, a half day is authorised, except in cases of out-of-county appointments.

8.38	All students must be on site (Gates close)
8.38	Attendance Team record any late arrivals
9.10	All late arrivals added to the registers by the Attendance team
Students arriving between 8.38 – 9.30 are recorded as Late (L code)	
Students arriving after 9.30 are recorded as Late After Registration Closes (U code)	
9.20	All registers need to be correct as Fire Drill Registers need to be printed in the event of an emergency
9.30	Students on the Exemption List are identified Students with unacceptable reasons for lateness are identified
	Parents/Carers sent an InTouch message advising them of the lateness and an After - School Detention

If your child is absent

Day 1 of absence	Parent/Carer to text before 8.30 with pupil's full name, R2L group and reason for absence only. If we don't know where your child is, a Pastoral Leader will contact you.
Day 2 of absence	Parent/Carer to text before 8.30 with pupil's full name, R2L group and reason for absence only. If we don't know where your child is, an Attendance Officer will contact you.
Day 3 of absence	Parent/Carer to text before 8.30 with pupil's full name, R2L group and reason for absence only. The Attendance Officer will contact you to carry out a Safe & Well check. This can be over the phone or we may carry out a home visit.

School Attendance – boundaries and descriptions

Percentage	How many days of missed education	Description	
95 – 100%	Zero – 2.5 days	As expected	Excellent Achievement
91 – 94%	2.5 – 3 days	At risk of persistent	CAN BE IMPROVED Improve your life chances with better grades
80 – 90%	3 – 10 days	Persistent absence	
51 – 70%	10 – 24.5 days	At risk of severe	AT RISK OF PROSECUTION Can be damaging to a pupils social, emotional and Mental wellbeing
Below 50%	24.5 – 190 days	Severe absence	

The Academy will send regular updates to let you know which category your child falls within.

To support pupils' learning and social development, we ask that you send your child to school unless they are unwell with one of the conditions listed below. If we feel your child is too unwell to remain in school, we will contact you.

When to keep your child off school

CHICKENPOX

UNTIL THE SPOTS HAVE
CRUSTED OVER

CONJUNCTIVITIS

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED

DIARRHOEA & VOMITING

48 HOURS SINCE THE
LAST EPISODE

GLANDULAR FEVER

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED

HAND, FOOT & MOUTH

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED

IMPETIGO

UNTIL LESIONS ARE CRUSTED
AND HEALED OR 48 HOURS
AFTER STARTING ANTIBIOTICS

MEASLES OR GERMAN MEASLES

4 DAYS FROM ONSET OF
RASH

MUMPS

5 DAYS FROM ONSET OF
SWELLING

SCABIES

UNTIL AFTER FIRST
TREATMENT

SCARLET FEVER

24 HOURS AFTER
STARTING ANTIBIOTICS

SLAPPED CHEEK

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED

WHOOPIG COUGH

48 HOURS AFTER
STARTING ANTIBIOTICS

FLU

UNTIL THEY ARE
RECOVERED

HEADLICE

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED

THREADWORMS

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED

TONSILLITIS

NO NEED TO STAY OFF
SCHOOL BUT STAFF
SHOULD BE INFORMED