

## How you can help

The support young people get from home will help improve their life chances. You can help by:

- Making sure your child understands the importance of good attendance and punctuality.
- Discussing any problems they may have at school. Please contact your child's Assistant Head of Year with any concerns.
- Telephoning on the first day of an absence and daily notification until your child returns.
- Do not let your child take time off for minor ailments and ensuring your child returns to school as soon as he/she is able to do so following illness.
- Please arrange medical appointments etc. after school hours. However, if this is not possible, not to take a full day off due to dental or medical appointments.
- Take an interest in their education. Ask about school work and encourage them to get involved in school activities.

## Punctuality

Punctuality is an important part of self-discipline and is essential to good time management.

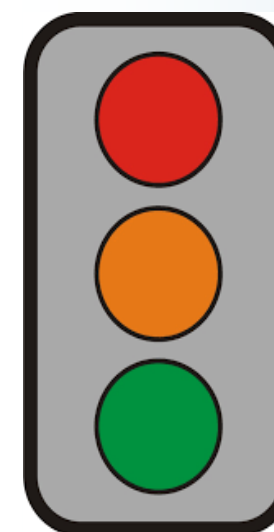
Students should make sure that:

- They are in school no later than 8:35am to ensure that they arrive to tutor on time. Any student who is late to tutor, is required to sign in the Atrium and give the reason for being late. A late mark will be entered on the register.
- Arriving late will cause disruption to the teacher and other students, as well as affecting their learning and the learning of others and that they will miss any work at the start of the lesson.
- After this time, student/s must sign in the late book in Reception and go for a detention with a member of the Senior Leadership Team.
- Depending on the time they arrive, this may result in the student getting an unauthorised absence mark which will affect their attendance. Continual lateness will result in a student being placed on a punctuality report.
- It is important to be punctuality as this teaches students how to be on time for their future jobs.

## ATTENDANCE

### Traffic Light Initiative

Information for families and learners



RED = Below 92%

AMBER = 92.00% to 97.99%

GREEN = 98% & above

## Our commitment

- We are committed to providing students with the best education possible. In order to do this we need all students to attend regularly and punctually throughout the year.
- The Traffic Light Initiative is a way of improving our attendance levels on a regular basis. After each term you will be sent a letter informing you of what traffic light colour your child has achieved for the academic year to date.
- We have also introduced a reward system for attendance whereby any student achieving 100% in the week is put into a draw - the prize being a £5 voucher. For all students achieving 98% or above for the year, they will be put into a prize draw and have the chance of winning an electronic tablet. The winning tutor group for the year will be involved in a Summer Games afternoon in the Summer Term.
- With families, students and staff all working together the attendance at Open Academy will be consistently excellent.

## Did you know?

If your child attends school 100% they will be able to make the best of all the opportunities available to them. Children who attend above 98% are more likely to gain 5 or more GCSEs at levels 4-9 or equivalent qualifications.

If your child has 90% attendance over the whole 11 years at school they will have missed over ONE year's education!  
91.1% = missing 17 days of school in one year.  
Missing 17 days a year also means dropping on average one GCSE level (on average)

Children with less than 90% attendance are unlikely to gain five GCSEs at levels 4-9 (Gold Standard). 82.1% attendance = missing 34 days of school in one year. If your child has 80% attendance over the whole 11 years at school; they miss over TWO year's education. Poor attendance like this will have a serious impact on their education and life chances.

## The Law

The Education Act 1996 requires parents to ensure their children of compulsory school age receive efficient full time education suitable to their age, ability, aptitude and to any special educational needs they may have.

The Law says that parent/carers, whose children of compulsory school age are absent from school without good reason are committing an offence. If, despite support from the school, your child continues to be absent without good reason; it may lead to the following legal action.

Either: Prosecution of the case in the Magistrates' Court under the Education Act 1996 Section 444 (1). This means you are committing an offence even if your child is missing school without your knowledge. The offence carries a fine of up to £1000 for each parent. OR

Prosecution of the case in the Magistrates' Court under the Education Act 1996 Section 444 (1A). This means that you knew your child was failing to attend school and failed, without reasonable justification, to ensure he/she did so. This offence carries a fine of up to £2,500 and/or 3 months imprisonment for each parent.

New government regulations from September 2013 regarding leave of absence require that we follow government guidelines. Further information regarding the regulations can be found on the leave of absence form available from Reception.