

Welcome to the Year 7 edition of the Abbey College Attendance Newsletter

Dear Parent/Carers,

My name is Tina Davis and I am the Attendance and Admissions Officer here at Abbey College.

The primary purpose of my role is to contribute to raising achievement by supporting students to have excellent attendance. Here at Abbey College we ask students to aim for at least 97% attendance and we ask students to be at school on time every day. We act swiftly to identify and address unauthorised absence or low attendance.

The monitoring of attendance is supported by our sophisticated tracking system which enables every student to know their attendance on a weekly basis.

I am confident by working in partnership with young people, their parents or carers we can resolve any difficulties to ensure every young person achieves their best.

It can be tricky deciding whether or not to keep your child off school when they're unwell. Within this newsletter we have some useful tips on how to assess whether your child is too unwell to be in school, please have a read and ensure that your child is in school whenever they are well enough to be.

If your child becomes unwell at school, the school will send your child home. If you do keep your child at home, it's important to phone the school each morning to let them know that your child won't be in and give them the reason. There are two registration sessions in a school day so if your child improves during the day you can send them in.

Ms Tina Davis
Attendance and Admissions Officer
Abbey College

Is my child 'too ill' for school?

There are clear government guidelines for schools that say when children should be kept off school and when they shouldn't.

The below guidance has been taken from the NHS website and includes information on common childhood illness.

Coughs and colds

It's fine to send your child to school with a minor cough or cold.

Encourage your child to throw away any used tissues and to wash their hands regularly.

Headaches

You don't need to keep your child away from school if they have a headache. Advise them to take painkillers.

Sore Throat

You can still send your child to school if they have a sore throat.

Menstrual Cramps

School should not be missed due to 'the time of the month'. It's important for your child to have pads or tampons with them at all times. The Welfare Department have emergency products available should a child not have access to them.

Conjunctivitis

You don't need to keep your child away from school if they have conjunctivitis.

Vomiting and diarrhoea

If a child has vomiting or has diarrhoea, keep them off school. You can usually treat your child at home. The most important thing is to have plenty of fluids to avoid dehydration.

Abbey College does not operate a 48 hour return to school policy following an illness/sickness bug. Your child should return to school at the earliest opportunity.



Reporting an absence

Attendance Absence Line: 01487 812352 1 option 1

Email: attendance@abbeycollege.cambs.sch.uk

Contact Form: <https://www.abbeycollege.cambs.sch.uk/contact-us/contact-the-school>

To allow us to safeguard our students it is important that we receive a message on each day of absence. The exception to this, is in the instance of a planned prolonged period of absence.

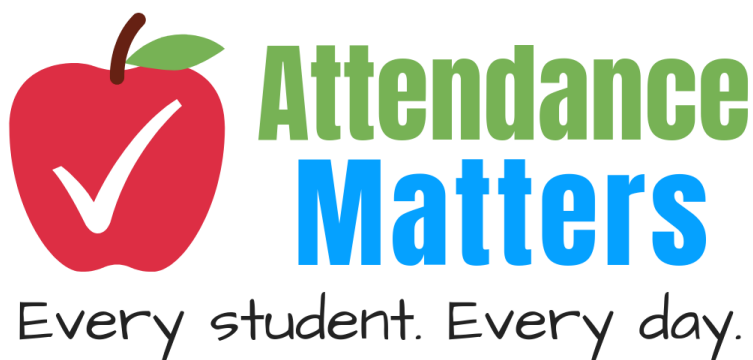
When reporting a student's absence, it is important that you clearly state the following:

- Student's name
- Student's year group
- Reason for absence
- Your name and relationship to the student

Simply stating that your child is "unwell" or "poorly" is not sufficient reason for an authorised absence.

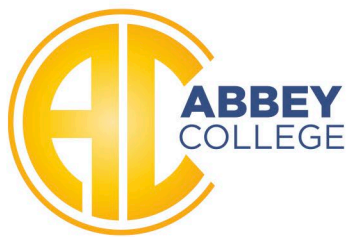
If we do not receive notification of a student absence, a telephone call/ text will be made to the parent of any child who has not reported their absence on the first day that they do not attend school.

If there is still no confirmation of a reason for absence, then it will be marked on the student's attendance record as an unauthorised absence. An unauthorised absence affects your child's attendance percentage.



Abbey College

Abbey Road, Hollow Lane, Ramsey, PE26 1DG | T: 01487 812352 |
www.abbeycollege.cambs.sch.uk



Aspire & Challenge

Attendance News Year 7 Families - Sept 2023

Appointments and non-attendance

Appointments

Please try to arrange hospital, doctor, dentist and other appointments outside of the school day. Where this is not possible please ensure that your child misses the smallest amount of time possible. Where possible, arranging an appointment for 2:30pm rather than 9:30am will greatly reduce the amount of lesson time missed.

Issues at School

If you choose to keep your child out of school while issues are being resolved, this will be classed as unauthorised. We cannot support you or your child if they are not at school.

Holidays

Any request for leave of absence during term time should be in writing to the Headteacher via our [Leave of Absence form](#) which can be found on our website. It will be the decision of the Headteacher as to whether the leave is authorised.

However, as a matter of policy, **Abbey College will not authorise holidays in term time**. Depending on the length of the holiday, a Fixed Penalty Notice or fine could be imposed.

Lateness

The school days starts at 8.40am. Any student who arrives after this time but before 9.10am will receive a late mark.

Students who arrive after 9.10am will have an unauthorised attendance mark (U) for the morning session, unless medical evidence can be provided.

Abbey College

Abbey Road, Hollow Lane, Ramsey, PE26 1DG | T: 01487 812352 |
www.abbeycollege.cambs.sch.uk

Frequently Asked Questions about Attendance

If my child is late, is this an absence?

It depends....If your child arrives during Form Time, they would be marked as L, Late. This is not an absence but does impact on your child being ready to learn, receiving important information and having some time with their peers. If your child arrives after the register has closed, but during the morning session, they will be marked U. This is an absence. If your child is late to school they will need to complete a 1 hour detention.

Why does the school require me to update my contact details?

When your child is at school the school have 'loco parentis' however, in the case of an emergency they have to contact you to obtain permissions.

How many days does my child have to attend school?

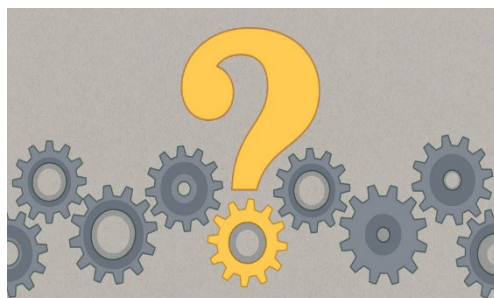
The law regulations state that children have to be given 190 days of education per year.

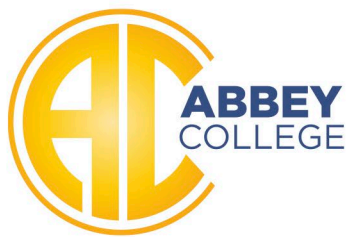
Why does the school need me to contact them every day if my child is poorly?

The school cannot assume your child is at home, they have a safeguarding duty to know where your child is. If they have been ill the day before and we don't get a call/email from you we have to assume they are on their way to school.

Under what circumstances would my child's attendance information be shared?

We share statutory attendance concerns with the Local Authority and the Early Help Team.





Aspire & Challenge

Attendance News Year 7 Families - Sept 2023

Addressing Poor Attendance

Every student should aim for 97-100% attendance. Parents have a legal responsibility to ensure their child attends school.

The attendance and punctuality of students is monitored daily. We work closely with the Local Authority who support is if we need to issue a fixed penalty notice for students who are persistently absent from school. The Local Authority is also responsible for pursuing court action if poor attendance continues.

Absence & the Law

Failure to ensure a child's regular attendance at school is a criminal offence.

As a parent or carer, you are committing an offence if you fail to ensure that your child attends regularly, even if they are missing time at school without your permission or knowledge.

If a student's attendance drops below 90%, they are then described as a 'Persistent Absentee'. These students are reported to the Local Authority who will consider whether or not to take legal action against the parents or carers.

A Fixed Penalty Notice may be served if fifteen sessions of unauthorised absence are reached over a two-term period and no further written warning will be issued before a fine is applied.

The Local Authority will consider one of the two actions:

Penalty Notice. Each parent is issued a fine of £60, which rises to £120 each if you do not pay within 21 days. If payment is not received within 28 days from the issue of the penalty notice, we may prosecute you for the offence of 'irregular attendance'. You could then be subject to a fine of up to £1,000 on conviction.

Prosecution in the Magistrates' court. Both parents could get a fine of up to £2,500, a community order or a jail sentence up to three months each. The court may also give you a Parenting Order.

Abbey College

Abbey Road, Hollow Lane, Ramsey, PE26 1DG | T: 01487 812352 |
www.abbeycollege.cambs.sch.uk

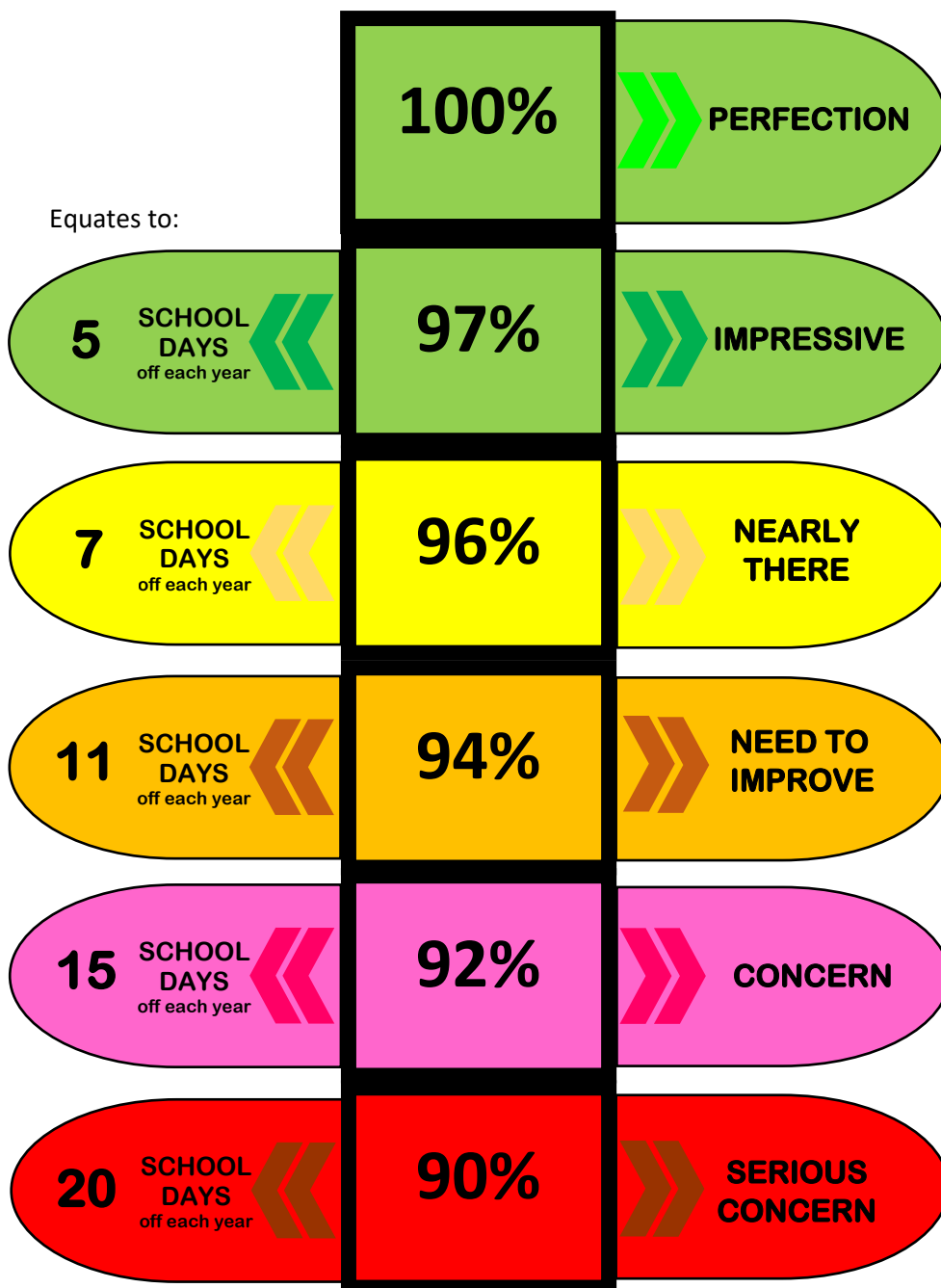
What can parents/carers do to help?

- Report absences daily and on time.
- Encourage your child to attend school regularly.
- Arrange all non-urgent medical appointments out of school hours.
- Support your child's education by ensuring they arrive to school on time.
- Encourage resilience and self-sufficiency in your child.
- Keep holidays for the holidays.
- Be mindful of your child's attendance.
- Work with us, if there is a barrier to your child attending school regularly, we are here to listen and help.



**ATTEND TODAY,
ACHIEVE TOMORROW**

Abbey College Attendance Ladder



Abbey College