

## Attendance Information Booklet

Please take a few moments to read this leaflet, which contains information about the importance of your child's attendance at our school.



### Who Can Help Me?

#### Welfare Team:

- Miss Parry (Senior Leader and DSL)
- Miss Townley (Nurture Lead)
- Mrs Baddeley (Attendance Lead)

#### School Office Team

- Mrs Baddeley (School Secretary)

#### Education Welfare Service

*We Are Always Here To Help!*

## Our School Day

- 8.45am - Doors Open
- 9.00am - Registration
- 9.05am - Morning Lessons Begin
- 3.20pm - End of School Day (Nursery)
- 3.30pm - End of School Day (R-Y6)



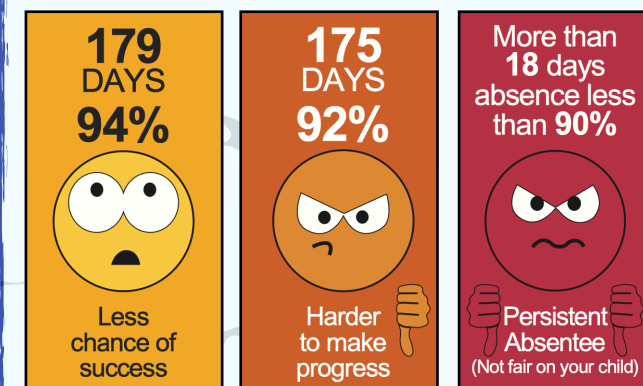
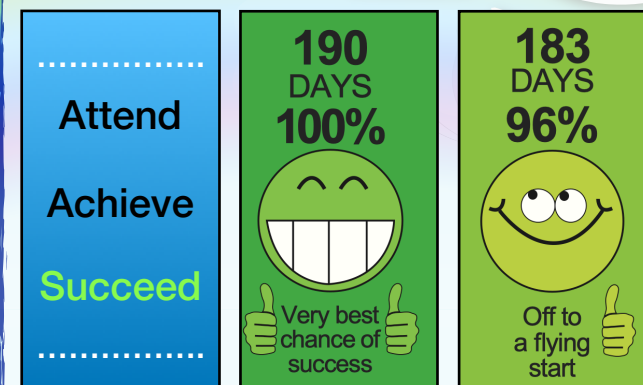
### Please support us by...

- Telephoning the school office on your child's first day of absence - 01782 234780
- Sending your child to school on time every day, unless genuine illness prevents attendance
- Arranging medical appointments out of school time
- Providing evidence of medical appointments to the school office.



## Did You Know...?

There are 190 days in the school year, which leaves 175 days to spend on family time, shopping, appointments and other things.



### Did you know?

**10 MINS LATE**  
EVERY DAY = 33 HOURS LOST LEARNING EACH YEAR.  
CAN YOUR CHILD AFFORD TO MISS OUT?



## What is the **IMPACT** of 90% Attendance

- Attending school only 90% of the time is the equivalent of missing 1 full day every 2 weeks.
- This also means that your child will have missed 4 whole weeks worth of lessons in the school year!
- If your child continues to attend for only 90% of the time over five years they will have missed the equivalent of half an academic year.

## Key Terms

### What is a Fixed Penalty Notice / Notice to Improve?

Regular and punctual attendance at school is a legal requirement under Section 7 of the Education Act 1996. Parents can be issued with a fixed penalty notice / notice to improve (a fine) in relation to their child's unauthorised absence from school.

### What is a fine?

£160 per parent/carer reduced to £80 if paid within 21 days. If the £160 is not paid within 28 days a summons can be issued to appear in Magistrates' Court.

### What is unauthorised absence?

Unauthorised absence is any absence that has not been approved in writing by the Interim Head of School, or unless a genuine illness prevents attendance. Children are not entitled to holidays in term time. Family holidays should be taken during school holiday periods.

## How is Good Attendance Recognised?

### Weekly

- Awards for the best class attendance
- 10 minutes extra playtime for 100% class attendance

### Termly

- Attendance certificates for the following categories...  
BRONZE: 97%+  
SILVER: 99%+  
GOLD: 100%

### Annually

- Attendance certificates for the above categories



**ATTENDANCE MATTERS**  
*every student, every day*

## Contact Us

Milton Primary Academy,  
Leek Road, Milton, Stoke on Trent, ST2 7AF

**Executive Headteacher:** Miss J. Garside

**E-mail:** [info@milton.windsoracademytrust.org.uk](mailto:info@milton.windsoracademytrust.org.uk)

**Website:** [www.miltonprimaryacademy.org.uk](http://www.miltonprimaryacademy.org.uk)

## Leave of Absence

*"My child is entitled to 10 days out of school"*



**THIS IS NOT TRUE!**

Requests for absence must be made using a 'leave of absence' form. This is available from the school office.

Leave taken without permission will be recorded as unauthorised and the Education Welfare Service informed..

It is your **LEGAL RESPONSIBILITY** to ensure your child's attendance at the school.

## What Does Full Attendance Look Like?

- Children attending school every day
- Children arriving on time every day
- Medical appointments made during the school holidays

KIDS GET THEIR SUPER POWERS BY  
**ATTENDING SCHOOL EVERY DAY**

BE AN ATTENDANCE  
SUPERHERO!

