

Your Legal Responsibility

If your child does not attend school regularly (over 90%) the Local Authority can take action against you. This action can be through a Fixed Penalty Notice (fine) or alternatively a summons to appear at a Magistrates Court.

What is a Fixed Penalty Notice?

A penalty notice can only be issued where a student has been absent or late for a period of time and the absence or lateness has not been authorised.

A Penalty Notice can be issued for the following reasons:

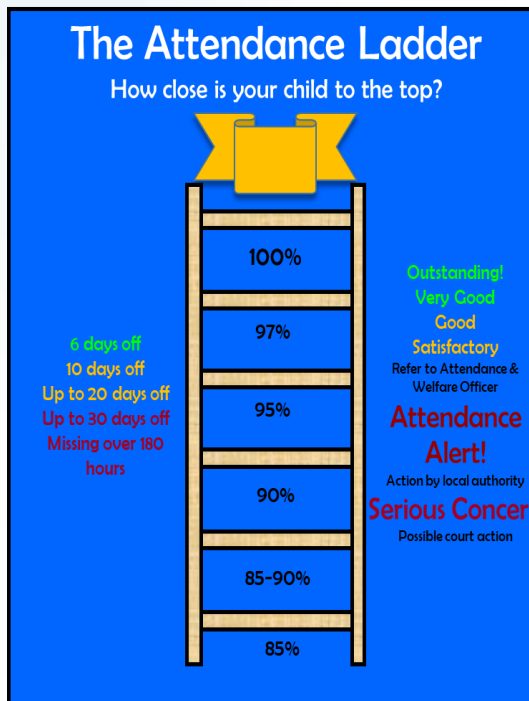
- Absent for ten or more half day sessions without authorisation during any 100 possible school sessions (*these do not need to be consecutive*).
- Persistently late for up to ten sessions after the register is closed (30 minutes).

Where Penalty Notices are imposed, regulations state that the penalty will be £120 to be paid within 28 days, reduced to £60 if paid within 21 days. Penalty notices are issued to each parent of each child. Failure to pay in full by the end of the 28 day period may result in prosecution by the Local Authority.

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

Where on the ladder will you be?

Help and Support



If you would like any help or advice regarding your child's punctuality or attendance, please contact Cherry Orchard Primary Academy to discuss. You can make an appointment by telephoning the Family Liaison Officer on **01322 242011**.



Parents' Guide to Attendance at Cherry Orchard



COPA's Attendance Chimp awarded termly to the class with the highest attendance!



School success starts
with attendance

Excellent attendance and punctuality is fundamental to a productive and successful education and career. The Leigh Academy will actively promote and encourage 100% attendance by all of our students by presenting students with a termly certificate. Parents and carers have a vital role to play, as well as a legal responsibility to ensure good attendance.

Key Points:

Medical appointments

Wherever possible all medical appointments should be booked out of school hours. Where this is not possible, the amount of school time missed should be minimal and an appointment card or letter should be obtained and handed in to the office team.

Too ill to attend school?

Children can attend school with minor ailments (*toothache, headache, stomach ache, cold, sore throat*) as over counter medicines can be given before school. Cherry Orchard Primary Academy will contact you, if your child becomes too ill to remain at school. Pupils should report illnesses to their class teacher, who will ask the office to contact you, should we feel they are too unwell to remain at school. Please see [NHS Guidance Link](#) for further information below.

If you are unsure how long your child should be absent with an illness, you will need to speak with a doctor or pharmacist for advice.

Unauthorised Leave in Term Time (Holidays and Trips)

Children are **not** entitled to holidays in term time. Family holidays and trips should be taken during school holiday periods. Our website shows holiday dates a year in advance.

Applications for leave, due to very exceptional circumstances, **must** be made in writing to the Principal of the Academy. The Principal will then make the decision of acceptance or refusal. Should you decide to go ahead with unauthorised leave, you may be asked to attend a meeting with the Chair of Governors and the Trust Attendance & Welfare Officer (EWO).

Fines of £120 per parent/carer (reduced to £60 if paid within 21 days) may be issued where unauthorised leave has been taken.

Reporting Absences

It is a parent/carer's responsibility to notify Cherry Orchard Primary Academy if their child is absent and a reason **must** be provided. They are to report this on the absence line by 9.30am latest on 01322 242011 and not via the class teacher or School Dojo.

Parents/Carers will:

- Actively Promote 100% attendance.
- Contact the Academy whenever the student is absent on the first day and on each day of absence thereafter.
- Provide proof of medical appointments and medical treatment, if required to do so, by the Academy, as failure to do this may result in the absence being unauthorised.
- Avoid, wherever possible, removing their child during the Academy day.

Did you know?

90% attendance
for the year

= 4 whole weeks of lessons missed

CAN YOUR CHILD AFFORD TO MISS OUT?

Persistent Absence

A child is deemed to be a **Persistent Absentee** if their attendance falls below 90%. Cherry Orchard Academy will consider students below 95% to be at risk. Students who fall into either of these categories will be monitored by the Academy attendance teams and the Trust Attendance and Welfare Officer. Letters of Concern will be sent home termly to highlight concern if attendance falls below 95%.

A referral may be made to the Local Authority's attendance service should attendance remain poor after Academy and Trust interventions.

Punctuality

It is important that your child attends school every day and on time. Arriving to school late is very unsettling for your child and will disrupt their learning. Registers close at 9:00 am after which time you will receive a late mark. Arrival after this time may be marked unauthorised.

Students regularly arriving late will miss vital early morning work to support their learning. Parents/Carers will then be contacted to discuss the matter and to see how we can help resolve matters, to avoid this reoccurring.