

# Attendance

## First Day Call

- It is the responsibility of the parents or carers to contact the Aspirations Campus by 08:30 if their child is going to be absent. We will contact you on the first day of any **unexplained absence** to ensure that you know that your child is absent from the Academy.
- We will require written verification for any absence, eg. a letter from the GP surgery if the absence is due to illness.



**Wykham Park Academy Banbury**  
an Aspirations Academy



**FUTURES  
INSTITUTE**  
BANBURY

*Purpose – Leadership & Responsibility, Confidence to Take Action*

*Passion, Pride, Progress*

# Important Information for Parents/Carers

## What does 'Good Attendance' mean?

- 90% - Is this good attendance?
- What does 90% actually mean?

90% attendance = 1/2 day missed every week!

One school year at 90% attendance = 4 weeks of learning missed!

Over 5 years of school = 1/2 school year missed!

Research suggests that for every 17 missed school days a year = one GCSE grade drop in achievement (DfE) – the greater the attendance, the greater the potential for achievement.

For children and young people to work towards achieving their potential, **attendance needs to be above 96%.**

Regular attendance is always associated with High Achievement.

## What can you do to help?

- **Wykham Park Academy** and **Futures Institute Banbury** requires students to be in school by **8.40am to start Mentor time at 8.45am.**
- If your child is absent please telephone by **8.30am** on the following number:

Wykham Park Academy	01295 225225
Futures Institute Banbury	01295 257942

- On the first day back after absence, send a note with your child explaining the reason for absence. This can be written in the student's learning journal. Alternatively you can email the attendance officer or your child's mentor.

***Self-Worth – Belonging, Heroes & Sense of Accomplishment***

- On 1<sup>st</sup> September 2013 a new law took effect, which does not allow parents to take their children out of school for holidays in term time. Any request for absence in term time must, in exceptional circumstances, be addressed to the Principal, who will decide whether to authorise the absence or not. Unauthorised holidays will result in Fixed Penalty Notices being issued.
- If there is a problem that is causing your child to ask for time off, please inform the campus immediately.
- Arrange dental/doctor's appointments out of Academy hours.

**Universal expectation:**  
**All students to aim for 100% attendance**  
**Minimum expectation of 96% +**  
**We recognise, celebrate and reward good attendance**

## What happens if your child has too many absences?

If your child's attendance is below the minimum expectation, you will need to come to the Academy for a **School Attendance Action Meeting.**



If your child's attendance does not improve sufficiently during the monitoring period, you will need to come to the Academy for a **Parent Contract Meeting.**



If attendance still does not improve, a referral will be made to the **County Attendance Team.**



The consequence of continued poor attendance could result in a fixed penalty fine or legal action being taken, a fine of £2,500 and in the worst cases, a prison sentence.

***Engagement – Fun & Excitement, Curiosity & Spirit of Adventure***