



ENTERPRISE SOUTH LIVERPOOL ACADEMY

A joint Catholic/Church of England Academy

ATTENDANCE INFORMATION



ABSENCE PROCEDURE

On the first day of any absence you must contact the Academy to state the reason by calling 0151 230 2570 before 9.00am. If a phone call is not made to the Academy we will try to contact you on the number we have on our system.

If you are unobtainable a home visit will be initiated.

An absence note must be provided on return to the Academy clearly dated and signed and handed to the Attendance Officer.

Punctuality

Why is it important that my child arrives at school on time?

- It will be disruptive to the class if your child arrives late.
- Your child will miss important instructions on how to complete their work.

Arriving to school 5 minutes late every day, means 3 whole school days lost in a year!

Your son/daughter must be on site by 8.40am ready to learn and dressed in full school uniform.

Our punctuality policy is clear:

If a student is late they will be issued with a lunch time detention. If this detention is not completed students will be issued with a after school detention.

**Be in to win and don't
miss out**

ARRIVING LATE AT THE ACADEMY

If your child arrives late to the Academy it is important that he/she signs in at the late kiosk located just inside the student entrance. If your child is late to the academy they will be greeted by a member of the senior management team and will register as late. Students who arrive after 8.45am will be marked late.

YOUR RESPONSIBILITIES

As a parent you have a legal duty to make sure your child is educated. Children are of statutory school age between the ages of 5 and 16. More precisely this runs from the term after a child's 5th birthday until the last Friday in June in the school year in which they turn 16.

KEEPING REGISTERS

The Academy must take an attendance register twice a day. Any absences will be recorded with a specific code depending on the type of absence. Absences fall into two main categories; authorised or unauthorised. Only the Academy, not parents can authorise an absence. If you require leave of absence for your child you must ask for permission in writing at least 3 weeks in advance.

FAMILY HOLIDAYS

Since September 2013, legislation concerning term-time holidays has changed.

Previously the Academy was allowed to grant leave for family holidays of up to 10 days per year, and of over 10 days in 'exceptional circumstances,' at the Head of School's discretion. Now, however, head teachers can't grant any authorised absence during term-time, unless in exceptional circumstances. Those circumstances are up to the head, but essentially, term-time holidays will no longer be authorised.

Schools and local authorities can ask for evidence of exceptional circumstances such as weddings or funerals, and for evidence of illness if children are off sick. The statutory ten-day threshold for term-time absence has also been removed; now, if a head teacher grants authorised leave, he or she will determine for how long.

SICKNESS

If your child is sick, the absence must be authorised. The Academy will accept parents' notes and not routinely ask for doctors' letters. However if the absence is long-term or repeated we may want proof that your child is genuinely unwell and unable to attend school. We may also ask that you attend a Health Panel meeting with the School Nurse. Please keep copies of any appointment letters, medical reports or medications.

If your child is too ill to attend school for more than 15 working days the Academy will provide some educational work which will either be sent home by post or hand delivered. If home tuition is provided this should be for at least 5 hours a week.

Don't let your education slip away, come to school every day

SCHOOLCOMMS

The Academy use an automated communication system in the event of a student absence. It's purpose is to make you aware if your child is truanting school. This system contacts you directly by either text or email if your child is absent from registration.

For this system to be effective it is important that we have up-to-date contact details for you which you can be contacted on during the day.

It is also important that your child registers in the morning so that you do not receive a message from the system unnecessarily.

UNAUTHORISED ABSENCES FROM THE ACADEMY

These are some examples of situations which the Head of School will not consider a good reason for your child to be out of school and will be marked as unauthorised:

- Shopping trips
- Waiting in for a delivery
- Family birthdays
- Visits from relatives
- Family outings
- Not having the correct school uniform
- Family holidays

CHILDREN WHO WON'T GO TO SCHOOL

Often a problem at school or at home can lead to a child being reluctant or completely refusing to come to school. It's important to keep talking both to the Academy and to your child. Check whether any of the following reasons apply to your child as you may be able to get extra help.

PROBLEMS WITH LEARNING/ DIFFICULTIES AT HOME

Things like family breakdown, bereavement, illness, housing problems, or being a young carer can affect your child. The Academy may be able to provide additional pastoral support.

The Education Welfare Service can also help if you are struggling to ensure that your child goes to school.

If you are having difficulties getting your child to attend regularly, talking to us at the Academy as early as possible can help to solve any problems.

TRAFFIC LIGHT ZONING

At the end of every half term you will receive a traffic light letter outlining what colour your child has achieved along with the percentage of attendance and punctuality record.

PENALTY NOTICES

There are a number of legal and other avenues that the Academy can pursue if your child fails to attend regularly. These range from a voluntary parenting contract to a fine or prosecution with a possibility of a custodial sentence in some cases. Penalty Notices will be used as a deterrent to prevent a pattern of unauthorised absence developing. They will be issued by post to a student's home after one warning and cases of absence without acceptable cause will include students caught on truancy sweeps, excessive holidays in school term time and persistent late attendance after the register has closed (9.30am).

ATTENDANCE CONTACTS

Education Welfare Service - 0151 233 3916

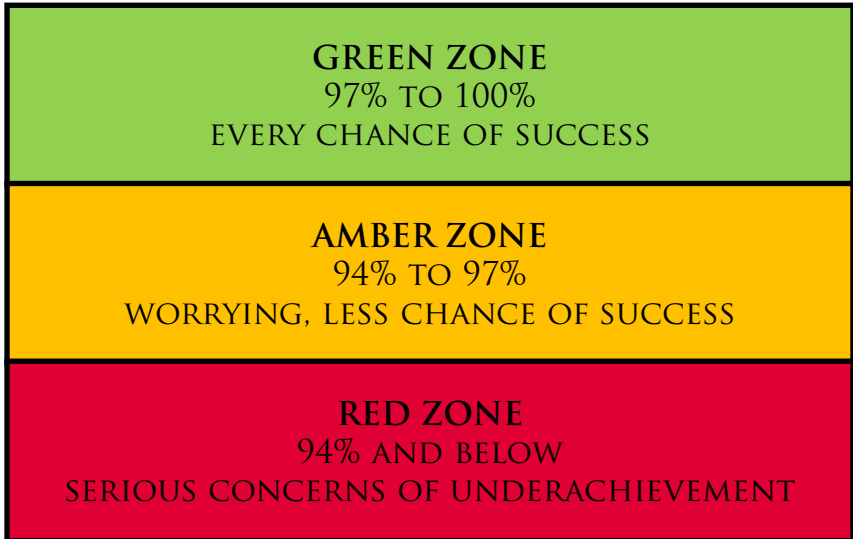
Enterprise South Liverpool Academy - 0151 230 2570

Attendance Officer - Emma Maddocks

**GCSE grades are like a
passport to employment**

TRAFFIC LIGHT ZONE

Which zone are you in?



ATTENDANCE REWARDS

We believe in rewarding students with good attendance and punctuality and have a rewards system in place. Each half term your child will receive a certificate for attendance of 100% and also were an improvement has been made during the end of term.

GOOD ATTENDANCE MEANS GOOD ATTAINMENT - FACT!



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