

# Attendance Information for Parents and Carers



**Merlin Top**  
Primary Academy

Braithwaite Avenue, Keighley, West Yorkshire, BD22 6HZ

Tel: 01535 210028

E-Mail: [office@merlintopacademy.org](mailto:office@merlintopacademy.org)

## Registration and Lateness

At Merlin Top Primary Academy all our pupils are expected to attend punctually every day. The school day begins 8:45am; any pupil arriving after 9am must report to the office and will be marked in the late register.

Any child arriving after 9:15am will receive an unauthorised mark for lateness, which can also be used when legal action is to be taken.

## Absence from School

If your child is going to be absent as a result of illness, please contact the office on 01535 210028. If the office is not aware by 9:30am why your child is absent, you will receive an automated text message asking for a reason. If no reason is given for the absence your child will be given an unauthorised mark. You will receive a home visit.

**Leave of absence during term time is NOT PERMITTED**

## Attendance Counts

Children spend 190 days at school per academic year. At Merlin Top we expect children to aim for a minimum of 96% attendance. This is the national average. We reward children on a termly basis when their attendance reaches 100%.

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year—that's nearly 4 school weeks.

<b>100% Attendance</b>	<b>0 Days Missed</b>	<b>Excellent</b>
<b>96% Attendance</b>	<b>9 Days of Absence 1 Week and 4 Days of Learning Missed</b>	<b>Satisfactory</b>
<b>90% Attendance</b>	<b>19 Days of Absence 3 Weeks and 4 Days of Learning Missed</b>	<b>Poor</b>
<b>85% Attendance</b>	<b>28 Days of Absence 5 Weeks and 3 Days of Learning Missed</b>	<b>Very Poor Potential referral for Penalty Notice</b>
<b>80% Attendance</b>	<b>38 Days of Absence 7 Weeks and 3 Days of Learning Missed</b>	<b>Unacceptable Potential referral for Penalty Notice</b>
<b>75% Attendance</b>	<b>46 Days of Absence 9 Weeks and 1 Day of Learning Missed</b>	<b>Unacceptable Potential referral for Penalty Notice</b>

## **Punctuality**

Being late to school results in:

- Being embarrassed to go into class
- Affecting self esteem and having a negative impact on progress
- Disrupting the flow of teaching and learning for children already in class
- Missing out on teaching input

## **How we reward good attendance**

- A t-shirt for pupils with 100% attendance per term.
- Attendance bear for children in Nursery and Reception.
- Weekly attendance trophies for the class with the highest percentage.
- An annual trip for children with 100% attendance for the academic year.

## **Attendance and Attainment**

Your child's attendance has a big impact upon their progress and attainment.

We believe that instilling the principles of high attendance and punctuality from Nursery is essential to developing good habits for pupils' futures.

Not only will good attendance and punctuality help to give your child the best chance with their learning and progress, it will also provide them with vital life skills to help them to achieve success now and in the future.

All pupils attendance is monitored by school. The Attendance Officers and Principal meet weekly to monitor attendance, lateness and persistent absence. School will arrange meetings with families for children with regular attendance under 90% to discuss attendance and punctuality issues.

Legal action will be taken if attendance does not improve.

## **Top Tips**

Help your child to improve their attendance and achieve their best at school;

- Wherever possible, make medical appointments outside school hours and provide proof of appointments when they occur in school time.
- Inform school of any reason for absence on the first and subsequent morning of your child's absence either in person, by telephone or by using our text service.
- Encourage and support your child to prepare for school the night before and to have a good night's sleep ready for the day ahead.
- Ensure your child is on time every day; **school starts at 8:45am.**

## **Penalty Notices**

As a parent, you are committing an offence if you fail to make sure that your child attends school regularly, even if they are missing school without your knowledge.

We are responsible by law for reporting poor attendance to the Local Authority. You run the risk of being issued with a penalty notice or being taken to court.

If the Local Authority decide to prosecute:

- Parents can be fined up to £2,500 or imprisoned for failing to ensure that their child attends school regularly.
- Magistrates can also impose a Parenting Order, which means that the parent has to attend counselling and guidance programme.

**Holidays taken during Term Time will be referred for a penalty notice**

**Your child's education is priceless.**

**At Merlin Top Primary Academy we are committed to working together to achieve success.**

### **Attendance Team**

Miss Whitcombe (Assistant Head Teacher)

Miss Lansbury-Palmer (Business Manager)

Mr Davis (Attendance Officer)