

# Parent/Carer Supporting your child's attendance Handbook

## ATTENDANCE LADDER



# Shirebrook Academy

## Timings

All students should start to arrive on site no later than 8.20am.

Learning will commence at 8.30

Arrival between 8.30am - 9am = late mark

Arrival after 9am = U code



**U codes** - If a student is late beyond 30 minutes after the close of registers, they will be entered as a U code which will classify their AM morning mark as an absence, so their attendance that day will be 50%

When reporting a child's absence, parents/ carers must contact the academy confirming:

- child's name
- year group
- reason for absence
- date of expected return.

To report an absence, you can use the **ClassCharts app** or call the academy absence line

Where parents/carers have not contacted the academy to explain their child's absence the Attendance Team will make contact regarding the child's wellbeing daily.

The first point of contact for a student should be their **group tutor**, they also have a pastoral team made up of their **Pastoral Learning Leader** and **Pastoral Support Manager**. All these staff will have an overview of the attendance of students within their group and year group.

At Shirebrook Academy, the following are the additional key contacts for parents/carers in relation to attendance.

Attendance Hotline: 01623742722

Reception: 01623742722

Principal: Mrs L Burgin - lburgin@shirebrookacademy.org

Assistant Principal (Behaviour and Attitudes): Mr R Duroe - rduroe@shirebrookacademy.org

Attendance Officer: Mrs J Macdonald - jmacdonald1@shirebrookacademy.org

Education Welfare Officer: Mrs C Anderson - canderson@shirebrookacademy.org

# Attendance MATTERS

Period 1	8.30am	9:30am
Period 2	9:30am	10:30am
BREAKTIME	10:30am	10:55am
Movement Time	10:50am	10:55am
Period 3	10:55am	11:55am
Y8/ Y10/ Tutor		
Y7/ Y9/ Y11 LUNCH	11:55am	12:25pm
Y7/ Y9/ Y11 Tutor		
Y8/ Y10/ LUNCH	12:25pm	12:55pm
Movement Time	12:55pm	1:00pm
Period 4	1:00pm	2:00pm
Period 5	2:00pm	3:00pm

## PUNCTUALITY

Are you regularly late to school?  
Do you regularly arrive late to lesson?

**BEING LATE = LOSS OF LEARNING TIME.**

<b>5 Minutes</b> Late everyday	<b>10 Minutes</b> Late everyday	<b>15 Minutes</b> Late everyday	<b>20 Minutes</b> Late everyday	<b>30 Minutes</b> Late everyday
= <b>3 DAYS</b> OR <b>15 LESSONS</b> Lost per school year	= <b>5 DAYS</b> OR <b>25 LESSONS</b> Lost per school year	= <b>8 DAYS</b> OR <b>40 LESSONS</b> Lost per school year	= <b>11 DAYS</b> OR <b>55 LESSONS</b> Lost per school year	= <b>16 DAYS</b> OR <b>80 LESSONS</b> Lost per school year

**Getting to school on time really matters.**

Ready, Respectful and Safe

## Roles and Responsibilities

### Students

Ensure they attend the academy **every day** on time by 8.20am  
Attend **all lessons on time** as per their timetable

### Involvement of Parents/Carers

The DFE guidance states that 'where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly'.

In line with this guidance the academy expects that all parents/carers will:

Ensure their children attend the academy every day and on time.

Ensure that they contact the academy every day that their child is unable to attend. The academy will not

authorise repeated illness without medical evidence (e.g. doctors note, prescription, print screen of NHS app).

Ensure their child arrives on time and is well prepared for the school day [full uniform, equipment, completed homework etc.]

Ensure the continuity of their child's education by **not taking holidays during term time. All holidays will be unauthorised.**



**If a student has 95% attendance in both Year 10 and 11, they will have missed 100 lessons.**

## Persistent Absence (PA)

PA is classed as all attendance under 90%

This would be 18+ days of absence from the academy

This equates to a day off every fortnight.

*NB: If a student missed 18 days every year of their 5 years with our academy it would equate to 90 days of lost learning.*

With **New National Fine Thresholds** schools and Local Authorities will have to consider a fixed penalty notice if a student misses **10 sessions (5 days) of unauthorised absence in a rolling period of ten school weeks**. However, this is a decision that the academy will take on an individual basis.

**Enforcement action can be one of the following:**

**A Fixed Penalty Notice is £80 per parent, per child.** This increases to £160 if not paid within 21 days. If a Fixed Penalty Notice is not paid, then it will be **referred to the Magistrates Court**. There is no right of appeal once a Fixed Penalty Notice has been issued according to the Code of Conduct.

An **Education Supervision Order** is a court order made in the Family Court, which gives the Local Authority a supervisory role over a child's education.

A **referral to the Magistrates Court for prosecution**. This could result in **a fine of up to £2,500, an order to do unpaid work or imprisonment** of up to 3 months.

In some cases, it may also be necessary to refer to Children's Social Care. All sanctions are used to improve attendance and punctuality and reduce absence.

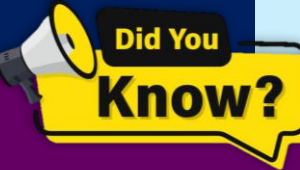
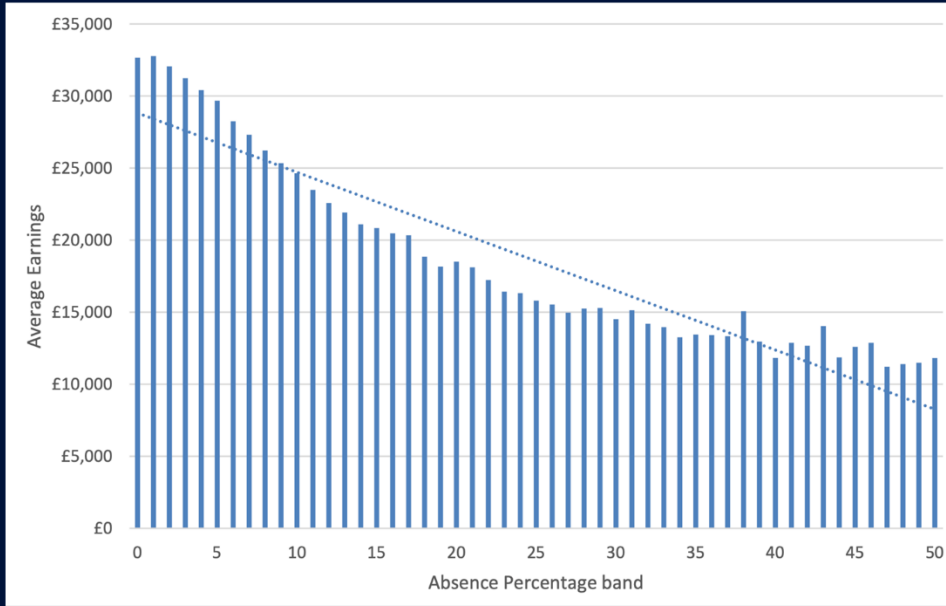


**Nationally, if a student is PA in Year 10, only 1 in 3 are out of PA by Year 11**  
**Good habits must start early!**

## Should my child be in school?

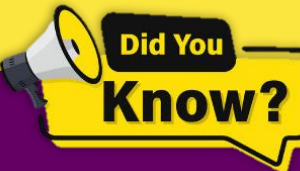
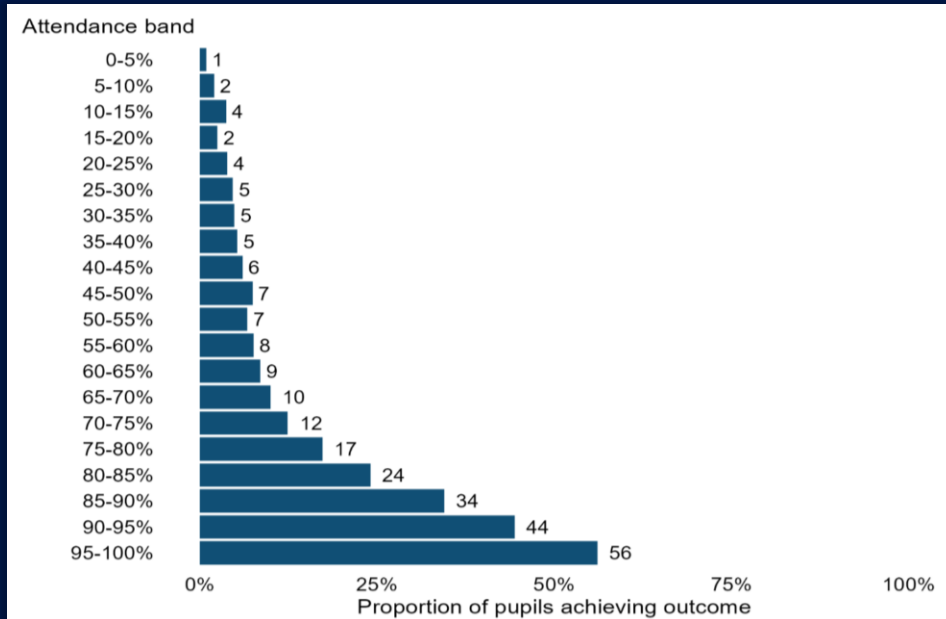
RED 'KEEP OFF'	AMBER 'CONSULT GP OR PHARMACY'	GREEN 'ATTEND'
<b>Chickenpox</b> Consult GP or Pharmacy. Return to school 5 days after onset of rash, when spots have crusted over.	<b>Diarrhoea or Vomiting</b> Only take time off when symptoms are persistent. Consult GP if symptoms persist after 48 hours.	<b>Flu</b> Consult GP or Pharmacy. Often confused with common cold. Return to school 5 days after onset of illness.
<b>High temperature</b> Keep off school until temperature goes away.	<b>Measles</b> Consult GP. Return to school 4 days after rash appears.	<b>Mumps</b> Consult GP. Return to school after swelling appears.
<b>Whooping cough</b> Consult GP. Return to school 5 days after start of antibiotics or 21 days after start of illness.	<b>Coronavirus (COVID-19)</b> Check with latest government/NHS guidance. Contact your child's school if they have symptoms.	<b>Ear infection</b> If associated with a high temperature or severe earache, keep off school until high temperature goes away.
<b>Impetigo</b> Consult GP. Return to school when scabs are dry or 48hrs after start of antibiotics.	<b>Scabies</b> Consult with GP. Return to school after first treatment.	<b>Scarlet fever</b> Consult GP. Return to school 24hrs after start of antibiotics.
<b>Shingles</b> Consult GP. Only stay off if rash is weeping and cannot be covered.	<b>Cold sores</b> No need to keep off school.	<b>Conjunctivitis</b> No need to keep off school.
<b>Common colds</b> Continue to attend and practise good hand hygiene.	<b>Hand, foot and mouth disease</b> Consult GP and Pharmacy. Inform school and continue to attend.	<b>Glandular Fever</b> Consult GP or Pharmacy. Inform school and continue to attend.
<b>Headlice and nits</b> No need to keep off from school.	<b>Period Pains</b> Consult GP or Pharmacy. Inform school and continue to attend.	<b>Ringworm</b> See a Pharmacy unless on scalp, of which case, see GP. Children can attend school once treatment has started.
<b>Slapped cheek syndrome</b> No need to keep off from school.	<b>Sore throat</b> No need to keep off from school.	<b>Tonsillitis</b> Consult GP or Pharmacy. Inform school and continue to attend.
<b>Threadworms</b> No need to keep off from school.	<b>Feeling sick</b> No need to keep off from school.	See more at: <a href="https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/">https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/</a>

## Average earnings at age 28 by Absence Percentage Band – (2024 prices)



In the Department for Education, March 2025 study, average earnings at the age of 28 significantly decrease in relation to absence from school

Figure 6 Proportion of pupils in each 5% attendance band for Year 11 achieving Grade 5 or above in English and Maths GCSE at the end of KS4



In the Department for Education, March 2025 study, outcomes in English and Maths increase in relation with good attendance

## The importance of sleep

### Set a routine

Having a bedtime routine and a set bedtime can help your child. Sticking to a set pattern each night will help your child to settle before bed.

### Food and mealtimes

Consider the best time to eat your main evening meal; if your child has an early bedtime, ensure that a large meal is not being eaten directly beforehand.

### Exercise

Children may have difficulty in falling asleep if they have been inactive throughout the day. Encouraging your child, where possible, to undertake sports and to play outside can help to burn off energy.

### Technology

The use of electronic devices such as televisions, games consoles, mobile phones and tablet computers, close to bedtime can prevent your child from settling to sleep.



NHS  
11-16 year olds should have between 8 to 10 hours of sleep every night.

