

## Top Tips for Parents & Carers

1. Talk to your child about how important it is to attend school every day.
2. Open communication about your child's day.  
**How was your day? What did you do today? What was your favourite lesson?**
3. If you think your child is trying to avoid school, can you find out why?  
**Ask them, open the lines of communication, and reach out for support.**
4. Help your child to keep to routines.  
**Morning, evening, homework routine.**
5. Limit and monitor screen time.
6. Where possible arrange medical appointments outside of school hours.  
**Ensure your child attends before or after appointments.**
7. Encourage after school and extra-curricular activities.
8. Discuss any changes in behaviour or presentation with a member of the pastoral team as soon as possible.
9. Let the school know in advance if your child is going to be absent.
10. Post the school calendar and times of school day on refrigerator or other prominent place.
11. Ensuring that your contact details are up to date to

## Punctuality

All students are expected to arrive on site by 8.40am. Students who arrive late to registration after 8.45am will be given a late mark, and will be issued with a same day lunchtime detention. Registers close at 9.05am, any student arriving late to the academy after the register has closed will be given a 'U' code on the register, and will be issued with a same day after school detention. U Codes are recorded as an unauthorised absence which may lead to the Local Authority issuing a Penalty Notice Fine.

## Medical Absence

Parent/Carers may be asked to provide supporting medical evidence for their child's absence if their attendance falls below 95%. Medical appointments should be taken outside of school hours where possible. If a medical appointment is taken during term time, students are expected to attend before and/or after the appointment. Parent/Carers are expected to contact the academy on each day of absence.

## Penalty Notice

Where there are unauthorised absences recorded in your child's attendance certificate you may face legal action in line with Peterborough City Council's Penalty Notice Procedure.

## Prolonged Absence

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at the Academy, fails to attend regularly, the Parent/Carer is guilty of an offence. Queen Katharine Academy will adhere to this where there are unauthorised absences recorded in your child's attendance certificate.

## Leave of Absence

Leave of absence during term time is 'not a right'. Here at Queen Katharine Academy we do not grant leave of absence during term time unless there are exceptional circumstances. If you wish for your child to be absent during term time you must complete a 'Leave of Absence Application form' which can be collected from the School Reception. This should be completed at least 4 weeks in advance of the absence, otherwise the absence will automatically be recorded as unauthorised, and a request will be made for a Penalty Notice Fine to be issued from the Local Authority. Leave of absence is granted at the Headteachers discretion.

95%	=	<b>40 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>80 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>120 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>160 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

## Attendance Stages

### Stage 1

If the Academy is concerned about your child's attendance you will receive a letter advising you of this.

### Stage 2

If the Academy continues to be concerned with your child's attendance you will be invited to attend a School Attendance Meeting with your child's Student Support Officer. It is important you attend this meeting so we can offer appropriate support if necessary.

### Stage 3

If your child continues to have unauthorised absences following a School Attendance Meeting you may receive a Penalty Notice Warning Letter.

### Stage 4

Further unauthorised absences may result in the Local Authority issuing a Penalty Notice Fine.

### Stage 5

If your child's Attendance fails to improve, Queen Katharine Academy will consider legal prosecution procedures.

Support and guidance is always available from Queen Katharine Academy. The full Attendance Policy can be found on the School website:

[www.qka.education](http://www.qka.education)



**Queen Katharine**  
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## A Parent & Carers Guide to Attendance



### What do I do if my child is going to be absent?

If your child is going to be absent from school, you must contact the attendance team and explain the reason for the absence.

The telephone number is 01733 383888

Parents/Carers must contact school on each day of their child's absence.

You may be required to provide evidence to support your child's absence, **if his/her**

**Attendance is below 95%.**