

Parental Prosecution

Parents have a legal duty to ensure that their child receives an education suitable to his/her age, ability, aptitude and any special needs.

Should the attendance team consider that a parent is unwilling or unable to ensure their child attends school regularly without good reason then a Fixed Penalty Notice may be issued (£120 reduced to £60 if paid within 28 days). If the issues continue prosecution through the Magistrates Court and fines of up to £2500 and/or imprisonment for 3 months may be considered. In some very rare cases the Academy may have to consider parental prosecution under Section 444 of the 1996 Education Act.

Truancy

This occurs when your child misses school without authorization or registers for school but does not then attend lessons. We do not accept truancy and we will not accept truancy and will inform you of any suspected truancy and will place your child in detention.

Contacting Sir Robert Pattinson Academy

To report any absences, future absences or change in contact details please contact the Academy on

01522 882020

If you have any concerns or queries in relation to punctuality please contact your child's Deputy Head of Year.



Sir Robert Pattinson Academy,
Moor Lane, North Hykeham
Lincoln LN6 9AF

Telephone: 01522 882020
Email: Enquiries @srpa.co.uk
Website: www.srpa.co.uk

Sir Robert Pattinson Academy



Attendance
A Guide for Parents
& Carers



Full attendance is important

We want all students to take advantage of the opportunities provided by Sir Robert Pattinson Academy. Evidence shows that there is a link between poor attendance and underachievement.

Good attendance helps students to develop a sense of responsibility and helps them to form good habits that prepare them for the world of work.

Students not in school are more at risk of failing to achieve, they run greater risk of getting involved in crime or becoming victims of crime.

Students who have irregular attendance may find it difficult to catch up with work and miss out on social experiences within the Academy.

We want all students to fulfill their individual potential and in order for this to happen, we need your co-operation and support in ensuring that we have full attendance and excellent levels of punctuality.

The law requires that parents/carers are responsible for ensuring that their child attend school and are on time. This guide will explain clearly what our expectations are regarding attendance and punctuality and how we will deal with any problems or issues to do with your son/daughter in this area.

Attendance and Punctuality

We expect your child to attend Sir Robert Pattinson Academy every day unless they have of the following authorised absences:

- He/she is too ill to attend
- He/she has a medical appointment
- Other circumstances authorised by Sir Robert Pattinson Academy

We also expect your child to be punctual to every lesson and would ask that you reinforce this with your child. Late entry to lessons disrupts the learning of other students and we will take action if an issue with lateness persists.



Unauthorised Absence

This occurs when your child has been absent and the absence has not been explained or we do not consider the reason for the absence to be acceptable. Some reasons we consider unacceptable are:

- Holidays during term time
- Taking the last day of term off
- Lack of uniform
- Looking after younger children
- Birthdays
- Shopping
- Staying in for deliveries

Holidays in Term Time

Holidays in term time will not be approved unless there are exceptional circumstances. In order to have a holiday approved parents/carers' must apply in writing on a Leave of Absence form available from their tutor or the Parent Portal. Applications MUST be made in writing at least 4 weeks in advance of the intended date of absence. It is parents/carers' responsibility to check term dates. Holiday requests during or leading up to exams will always be refused.

What will we do to monitor attendance and punctuality?

- We will contact you on the first day of absence, if you have not informed us why your child is absent.
- Send you an absence letter if we have not been able to contact you.
- Send you attendance and punctuality statistics as part of our progress reports.
- Our registration is in the morning at 08.45 and we expect students to be on the school site at 08.30 ready to make their way to registration at 08.40

Attendance Warning letters and Fixed Penalty Notices

100% only

Band 1

Blue (rewards, recognition and extended privileges)

No action required. A range of rewards & privileges available and the best chance of your child fulfilling their full potential.

96% and above

Band 2

Green (rewards and recognition)

If your child attends school 96% and above of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

95.9% to 92.5%

Band 3

Amber 1 (contact home)

If their attendance is between 92.5 - 95.9% form tutors will discuss attendance. If your child's attendance falls into this band their pastoral lead will contact you to discuss any barriers to good attendance and offer support to improve attendance. If attendance continues to fall, then a letter will be sent home.

92.5% to 90%

Band 4

Amber 2 (attendance concern meeting)

If your child's attendance falls into band, a letter will be sent inviting you to an attendance concern meeting with the pastoral lead. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set. Your child may also be allocated an attendance mentor from the leadership team.

90% and below

Band 5

Red 1 (attendance panel meeting)

If your child's attendance falls into this band you will be invited to attend an academy attendance panel meeting. At the meeting will be a member of the academy senior leadership team and the Attendance Officer. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage. If this meeting is not attended or rearranged within a reasonable time frame you may be issued with a Penalty notice warning letter.

Red 2 (Local Authority pre-prosecution meeting)

If there are no improvements within the timescale agreed at the Academy Attendance Panel Meeting, we will refer the matter to the Local Authority and may issue a penalty notice warning.