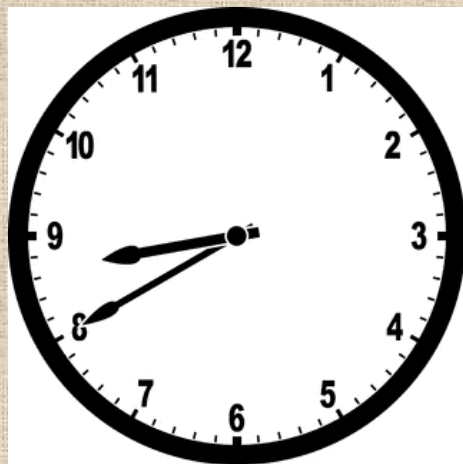


Times of the day



8am – Breakfast Club – (optional)

8.40am - Morning registration – any pupil arriving late to registration will be issued a late mark (Code L)

8.45 - Register closed – any pupil arriving after 8.45 may be issued with an unauthorised absence (Code U)

1pm - Afternoon registration

3pm - End of the academy day

3.05 – Extra Curricular Activities

Attendance and absence Impact

Attendance percentage	Rating
100%	Outstanding
96% to 99.9%	Good
93% to 95.9%	Requires Improvement
90% to 92.9%	Significant Concern
Below 90%	Serious Concern

**Help your child have the
best possible start in life**

Attend 100%

**Every pupil will be
given the chance to
shine brightly**

How to improve attendance

- Have good routines in the morning and at night
- Ensure your child attends regularly and on time
- Always let us know why your child is going to be absent or late and provide evidence
- If feeling unwell always try and come to school
- Medical Appointments - Unless an emergency, appointments should be arranged outside of academy hours and evidence must be provided at all times to ensure the absence is authorised
- Attend school before and after any appointments
- Do not allow your child to stay at home if they are going to be late, this will reduce their overall attendance percentage
- We have facilities at school to store and administer medicine with parental consent.

The Law

Leave of absence - no holiday will be agreed unless exceptional circumstances. Penalty notices will be requested from the Local Authority (£60 per parent per child).

Under Section 7 of the Education Act 1996, the 'parent' is responsible for making sure that their child of compulsory school age receives efficient, full-time education.

The Local Authority will issue a penalty notice to parents/carers whose children are missing school without a good enough reason.

DON'T LET IT BE YOU!

Contact details:

Mrs Cotton – Attendance Manager
Tel: 0115 9744444 (Ext 252)
Mobile: 07860 874482

Absence Reporting Line (before 9am)
Tel: 0115 9744444 Option 1

Email:
attendance@thefarnboroughacademy.com

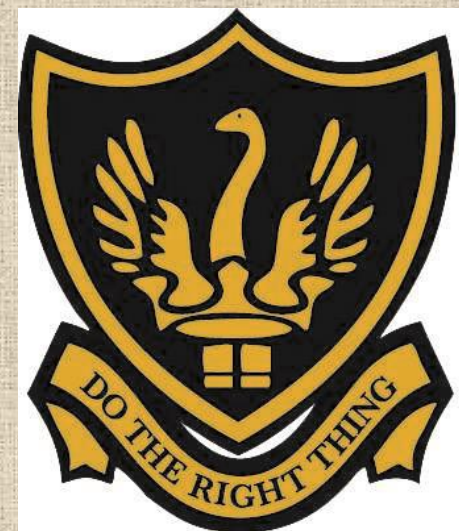
Daily - Text and phone contact (All pupils absent with no reason given)

Daily - Home visits (All pupils absent with no response from text or phone contact and any pupil with recorded unauthorised absence)

Attendance Meetings – Parent/carers will be invited to the academy should your child's attendance drop below 93% in order that we can work together to help remove any barrier that is stopping your child receive their right to be educated.

Support is available please
come and see us!

The Farnborough Academy



Guide to Attendance and Punctuality