

There are 190 days in a school year which leaves 175 days to spend on holidays, shopping, appointments and other things.



Family holidays during school

By law, children are not entitled to holidays during term time, all holidays must be taken during the school holidays. Holidays taken during term time will be categorised as an unauthorised absence. If, for exceptional circumstances, your child requires time away from school, parents/carers must complete a Leave of Absence form and return it to school. The request will be taken to an EVAT Attendance panel and you will be informed by letter of the outcome.

Fines of £60 per parent/carer per child may be issued, by the Local Authority where unauthorised leave of 3 days or more has been taken during term time. If the fine is not paid within 28 days a summons can be issued by the Local Authority to appear in Magistrates' Court. Any child who is absent from school due to a holiday will miss out on important learning and will fall behind with school work.

Children must not be absent for: Day trips; shopping; holidays; birthdays or sibling absence.



The Education Village
Springfield Academy

Attendance Information
Leaflet for Parents & Carers

Why attendance is so important

Excellent attendance and punctuality at school is important to allow a child to reach their full potential. Through regular attendance and good punctuality your child will be able to:

- * Enjoy learning
- * Experience new things
- * Access all available opportunities
- * Meet their learning targets
- * Develop social skills with peers

Children who are persistently absent are not able to achieve their full potential due to missed learning opportunities.

Too ill to attend school?

Children can attend school with minor ailments (toothache, headache, stomach ache, cold, sore throat etc.) as over the counter medicines can be given before school. We will always contact home if they become too ill to remain in school and please feel free to contact us to see how they are getting on during the day. Children should be off school for 48 hours if they have diarrhoea and/or vomiting. Again, please contact us if you are unsure how long your child should be absent with an illness. Medical evidence should be provided where appropriate.

Medical appointments

Where possible, all appointments should be booked outside of school hours. If this is not possible, the amount of time absent from school should be kept to a minimum and you must provide medical evidence.

How we celebrate good attendance

We really appreciate the commitment that children and parents make to maintain good attendance and we like to celebrate this achievement in various ways:

- * Weekly Shine Assembly where the top three classes with the best attendance receive certificates and all children with 100% attendance for the week are placed in a draw to win a prize.
- * Top 3 classes are shared on our weekly newsletter and the winning class gains a treat
- * Children with 100% attendance that week have the chance to be a VIP in the dining hall
- * Children with top attendance at the end of each term receive a certificate and a prize!

Getting to school late

We employ a very flexible arrangement at the start of our school day. Classrooms are open from 8.35am and all children need to be in class no later than 8.45am. **Shortly after 8.45am the school gate will be locked.** If there is an unavoidable reason for your child getting to school late please telephone us to let us know. When you arrive, the school gate will be closed and you will need to take your child to the **Springfield Office - this is clearly marked on the door leading from the playground.** Your child will then be signed in to school. You will need to bring your child to the main EV reception if you arrive after 9am.

Absence procedures


It is the parent/carer's responsibility to notify us if your child is absent from school and a reason must be provided. Please contact school on 01325 248153 first thing on a morning to report the absence. If we do not hear from you, we will contact you to find out the reason for the absence. If attendance becomes a concern, a meeting will be offered with our Attendance Officer. In the event of non attendance to a meeting and/or any unexplained absences, home visits may be conducted.

Support

If there are problems which prevents your child from attending or getting to school on time then please do not hesitate to contact us. Danielle Bussey, our Home School Support Worker, is in place to assist and offer support to families so we are able to work together in achieving the best for every child at Springfield.

You can contact Danielle on
078500 88773

Did you know?

10  **MINS LATE**

EVERY 33 HOURS LOST LEARNING DAY = 33 EACH YEAR