

Attendance – appendix

Queen Elizabeth's Academy

September 2024

Published: September 2024	Next review: September 2025	Statutory/non: Stat	Lead: KHR
Associated documents:			
DAT attendance policy			
Links to:			
https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2020/03/Attendance.pdf			

Inspired by **Luke 10:29 – 37** we give our all to all in appreciation to God who gave his all in Jesus, offering learning without boundaries and care without limits so that all our students can experience life in all its fullness.

These protocols will ensure that our students receive the support, both from within school and outside of school that they rightly deserve. Allowing our students to flourish, be safe, and be respected in a secure and nurturing environment that promotes togetherness, truthfulness and empathy.

Academy attendance – what parents can do to help

Good attendance at the academy is crucial if students are to achieve their full potential. The academy is committed to supporting all families in maximising attendance. Parents can also play their part by working with the academy and their children to promote good attendance.

The following points will help parents to improve their child's attendance:

- Phone the academy on your child's **first day of absence** and only allow days off for genuine illness
- Ensure your child attends **on time** and **every day**
- Where possible, try to arrange **medical appointments out of school time**. Always ensure your child attends immediately **before and after medical appointments** if appointments are unavoidable
- **Do not take holidays** in term time
- **Know your child's attendance figure** and talk to them about it;
- Use the Weduc school app to keep up to date with your child's attendance
- **Talk to the academy very early on** if you have any problems in relation to your child's attendance or if any problems arise
- **Praise and reward** your child's good attendance

Let the academy help

Students can get worried about going to school. They may say they feel unwell. You may notice a pattern or find they are worried about a particular lesson, homework, friendship issues or bullying.

Students need to know that academy staff will always help to resolve any problems they encounter. It is better to inform the academy early so this can be done quickly.

Parents can help by:

- Listen to your child's concerns;
- Reassure them that together we can sort the problem out;
- Speak to the academy about the problem;
- Be firm about attendance. If they are not in school it is harder to resolve a problem;
- Talk regularly to your child about school and how they feel about it;
- Look at your child's work and praise their efforts
- Share the academy literature with your child- Attendance Matters

We would like to take this opportunity to thank you for your support with your child's attendance. We welcome contact with the academy if you have any questions about attendance.

Your academy Attendance Officer is:

Ms Marcia Carr-Field

Contact number:

01623 623559

Email address:

mcfield@queenelizabeths-ac.org.uk