

# ATTENDANCE



Pool Hayes  
Academy



## Keep Your Child On Track: Pay Attention to Attendance

Even as children grow older and more independent, families play a key role in making sure students access learning opportunities and understand why attendance is so important for success in school and on the job.

### DID YOU KNOW?

attendance  
**MATTERS**

**Students should miss no more than 9 days of school each year to stay engaged, successful and on track.**

- Frequent absences can be a sign that a student is losing interest in school, struggling with schoolwork, facing issues with peers or facing some other difficulty.

**Missing 10%, or 2 days a month, over the course of the school year, can affect a student's academic success.**

### WHAT CAN YOU DO?

#### Make school attendance a priority

- Talk about the importance of showing up to school every day.
- Ensure that your child is punctual to school each day. **Late mark after 8.40am**
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule medical appointments during the school day.

#### Help your child stay engaged

- Find out if your child feels engaged by their classes and feels safe within school.
- Monitor your child's academic progress and seek help from teachers or form tutors when necessary.
- Stay on top of your child's social contacts and monitor their use of social media.
- Encourage your child to join meaningful after-school activities, including sports and clubs.

#### Communicate with the academy

- Know the academy's attendance policy – incentives and penalties.
- Check on your child's attendance to be sure absences are not adding up.
- Seek help from school staff or external agencies if you need support.

If your child is absent, you **must** email the academy  
**each day of absence before 8.00am.**

[pha-attendance@attrust.org.uk](mailto:pha-attendance@attrust.org.uk)

01902 368147 **ext 1**



# Congratulations

Academy Transformation Trust

Unlocking Your Potential  
Empowering Through Success

## SUMMER (Half-term) Attendance Challenge

Achieve **100%** attendance  
**MONDAY 5<sup>th</sup> June – Monday 24<sup>th</sup> July**

**£50 – 1<sup>st</sup> prize Andrew**  
**£15 Gift Voucher – 2 per Year Group**

- Y7- Ethan & Macey
- Y8- Millie & Amelia
- Y9- Amun & Tyler
- Y10 Billy & Libby

• **Best form prize 10PHL**

**100%**

Perfect ATTENDANCE



We look forward to the next Autumn term attendance incentive challenges.

4	School days missed in an academic year	<b>100%</b>	OUTSTANDING
7	School days missed in an academic year	<b>98%</b>	VERY GOOD
10	School days missed in an academic year	<b>96%</b>	GOOD
20	School days missed in an academic year (equivalent to ½ day each week)	<b>95%</b>	ALMOST THERE
29	School days missed in an academic year	<b>90%</b>	IMPROVEMENT NEEDED <small>Our Attendance Officer will be in touch</small>
40	School days missed in an academic year (equivalent to a day each week)	<b>85%</b>	CONCERNED
		<b>80%</b>	VERY CONCERNED

As set out in our attendance policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Early intervention will be a priority:

Due to changes in DFE guidance there are limitations as to what absences can be authorised. If you visit the doctors, pharmacists etc for your child please ask them for an appointment card and let us know of any medications prescribed. Routine medical appointments should be booked out of school time whenever possible, however if you do need to collect your child for an appointment please send a picture of their appointment confirmation via email or bring it with you when you collect your child.

If your child is unwell and has a doctor's appointment and/or is prescribed medication or antibiotics please email a picture of this to the attendance email address. We can then log this on your child's record to enable this to be authorised.

Children can attend school whilst taking antibiotics. We are able to administer antibiotics at school if they are 4 times per day. Any medications must be signed in and out via the student support office.

Visit Attendance Works at [www.attendanceworks.org](http://www.attendanceworks.org) for free downloadable resources and tools!

Attendance Matters