Fast track Panel

Whilst being monitored, if your child's attendance 90% or below, both student and parent/carer will be invited into BCA to meet with governors. Attendance concerns will be also discussed with the Director of Student Services and the Education Welfare Officer.

UNAUTHORISED ABSENCE IS ABSENCE WHICH HAS NOT BEEN EXPLAINED OR ABSENCE WHERE WE DO NOT CONSIDER THE REASON TO BE ACCEPTABLE

Warning letters, fixed penalty notices and Parental prosecution

There may be occasions when it becomes necessary to issue warning letters to parents advising of our concerns.

If no improvement is made then a **fixed penalty notice** may be issued. In some very rare cases the academy may have to consider parental prosecution under section 444 of the 1996 Education Act.

KEEPING US INFORMED OF ANY ABSENCES PREVENTS US FROM CONTACTING YOU UNNECESSARILY.



How can you help? Contact a member of staff if you are Bring your child having problems to school every getting your child day to school Make Contact How can medical school on appointments vou help? the first out of school day your hours child is ill Send and collect Take holidays during your child on time the school holidays

Contacting the academy

Please contact us as soon as possible to inform us of any absence the same day. To report any absence, inform us of any future absence or advise us of changes to contact details, please contact the academy and ask to speak to The Attendance Team on 01925 579502 who will take the necessary details. Any other issues or concerns should be made to your child's form tutor who will deal with these in the first instance.

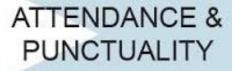
Beamont Collegiate Academy Long Lane Warrington WA2 8PX

Tel: 01925 579500 Email: mail@bca.warrington.ac.uk www.bca.warrington.ac.uk





EVERY SCHOOL DAY COUNTS







Full attendance is important

We want all students to take advantage of the opportunities provided by Beamont Collegiate 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 prepares them for the world of work.

Students not in school are more at risk of failing to achieve, they run a 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 fulfil 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 children 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 Beamont Collegiate Academy every day unless they have one of the following authorised absences:



- He/she is too ill to attend
- He/she has a medical appointment
- Other circumstances authorised by Becamont Collegiate 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:

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

Governors or the Principal will not authorise any holiday in term time. It is parents'/carers' responsibility to check term dates.

Truancy

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

What will we do to monitor attendance and punctuality?

- We will contact you on the first day of absence by telephone, if you have not informed us your child is absent.
- We will send you an absence letter if we have not been able to contact you.
- We will send you attendance and punctuality statistics as part of our progress reports.

