

Castle View Academy places a high priority on achieving excellent levels of attendance and punctuality enabling all students to achieve their maximum potential by taking full advantage of the educational opportunities available to them. There is a proven link between high Academy attendance and academic success; therefore, it is essential that Castle View Academy, parents/carers and students consistently work together in order to achieve this. Castle View Academy has an aspirational attendance target of at least 95% to support its children in achieving their potential.

School attendance is a legal requirement and this information about Castle View Academy's Attendance Policy is in line with the 2013 Department for Education expectations as well as subject to requirements contained in The Education Act 1996.

### Responsibilities of Parents and Carers

As a parent/carer it is your responsibility to ensure the following:

- Your child attends Castle View Academy daily and is punctual;
- Contact Castle View Academy on each day of unavoidable absence by 8:30am, earlier where possible;
- Arrange medical or dental appointments outside of Academy hours;
- Inform Castle View Academy of any future appointments in advance;
- Provide medical evidence by way of appointment cards or appointment letters;
- Attend meetings if requested with regards to attendance or lateness as appropriate.

### Lateness

Registration is taken at 8.40 therefore students need to be **in** school by 8.30am when the gates shut. The main academy is open from 8:10am and students are free to sit quietly in the dining hall.

Poor punctuality is not acceptable; any student who arrives late will receive a 60 minute same day detention unless there are exceptional reasons for lateness.

If your child arrives after the gates have shut at 8.30am, they must wait until roll call is complete and then report to the Isolation room where they will meet with the Key Stage Manager. All students who arrive between 8:31 and 8:59am are marked with a (L) in the register.

Students arriving after 9:00 must sign in at the main reception and will be given an unauthorised late (U) which is counted as an absence by law.

Persistent unauthorised lateness will result in a Fixed Penalty Notice being issued by the Local Authority.

### Absence

If your child is not at school, by law, we have to find out the reason why. As a parent/carer it is your responsibility to phone Castle View Academy on 02392 370321 by 8:30am on **each** day of absence providing a reason for non-attendance.

If you do not contact Castle View Academy, we will either phone you to find out why your child is not in school or a text will be generated to your registered mobile phone contact number informing you that your child has failed to attend the Academy. This is a safeguarding procedure to ensure that no harm has come to your child if they have left home and not arrived at Castle View Academy. If reasons for absence are not in line with Academy policy, absence will be recorded as unauthorised.

Unauthorised absence will be treated as 'owed time'. This means that any time missed due to unauthorised absence must be made up by attending after school 'catch up' sessions.

### Appointments

Please avoid arranging appointments for your child during the Academy day. If this is unavoidable, please advise Castle View Academy at the earliest opportunity giving details of the appointment. A copy of the appointment card or hospital appointment letter should be provided either when collecting or returning your child.

### Students Who Are Absent Due to Illness

Castle View Academy works with the city of Portsmouth's health team to ensure all children who are absent from the Academy for 'illness' are supported. As such, all 'illness' will be recorded and passed to our Academy nurse who will make contact with parents on a daily basis. Persistent absence due to illness will result in a parent meeting where support will be identified.

### Leave During Term Time

The Department for Education, in 2013, stated that the Principal may not grant any leave of absence during term time unless there are exceptional circumstances. Only the parent/carer whom the child resides with can make an application for Leave of Absence. Requesting Leave of Absence must be done in writing to the Principal but will only be considered under exceptional circumstances and the Principal will ask for specific appropriate evidence.

Cheaper holiday dates, visiting relatives here or abroad and limitations on parents' leave entitlement are **not** deemed exceptional circumstances. If Leave of Absence is taken without authorisation, it will be recorded as unauthorised. In this event, parents are likely to be subject to a Fixed Penalty Notice which is issued under Portsmouth County Council's Code of Conduct <https://www.portsmouth.gov.uk/ext/documents-external/sch-penaltynotice-protocol.pdf> and is payable to the Local Authority. A Fixed Penalty Notice can also be issued if a second leave of absence is taken during term time within any 12 month period without Academy authorisation and there are unauthorised absences of at least 1 day.

### The Law

It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly the school where they are registered, and parents are at risk of prosecution under the Act unless those absences have been authorised. As an alternative to prosecution, parents may be placed on the Fast Track to Attendance Process or be issued with a Fixed Penalty Notice (£60) which is issued under Portsmouth County Council's Code of Conduct <https://www.portsmouth.gov.uk/ext/documents-external/sch-penaltynotice-protocol.pdf> and is payable to the Local Authority.

Following recent amendments to the Education (Pupil Registration) (England) 2006 regulations which came into effect on 01/09/2013, parents may also be fined £60 for each child if the parents allow the child to take unauthorised leave within term time. The regulations make it clear that the Principal may only grant leave for holidays in term time under 'exceptional circumstances.'

In the case of excluded students who remain on roll at Castle View Academy, a Penalty Notice (£80) may be issued where a student is found by the school, Police or Local Authority service in a public place in school hours without reasonable justification during the first 5 days of a fixed term or permanent exclusion.

### Categories of Authorised Absence

- Treatment for illness
- If your child is unwell and sent home from Castle View Academy
- Hospital, CAMHS or Orthodontic Appointments supported by appointment letters or cards
- Unavoidable GP or dental appointments supported by cards or slips
- Advance notice of days of religious observance

- A student excluded for a fixed period while remaining on roll with Castle View Academy

### Categories of Unauthorised Absence:

- Truancy through the school day
- Parents or carers keeping children off school unnecessarily
- No reason for absence given
- Students who arrive at Castle View Academy after 9am when registration has closed
- Holidays and day trips in term time

### Why Regular Attendance is So Important

Regular attendance is vital for academic success. There is a proven link between poor school attendance and low achievement. Government figures show the following:

- A student with an absence level of 10% will, on average, achieve 1 grade lower across all GCSE subjects;
- Of students in the 80%-90% range, only 35% will achieve 5 A\*-C grades at GCSE (including Maths and English)

Absence can also affect a student's integration among their peers affecting social and emotional development. This in effect can lead to more severe problems of social acceptance in the future.

If you have any concerns or issues with your child's attendance, please do not hesitate to contact Castle View Academy on 02392 370321.