

# WESTGATE ACADEMY

INFORMATION FOR PARENTS/CARERS



## ATTENDANCE IN SCHOOL



# Your parental responsibilities

As a parent, it is your responsibility to make sure that your child gets a suitable education. This responsibility is set out in the Education Act 1996 and is LAW. In most cases, this means that you must make sure your child is registered at a school and that they attend school regularly once they reach the compulsory school age.

Sometimes parents can have problems encouraging their child to attend school. If this happens then please contact us for help, do not simply allow them to remain at home.

Your child should always attend school regularly during **term times**. There are only two real exceptions to this:

- When your child is too ill to go to school
- When the school has authorised your child to be absent.

## The Facts

Good attendance (daily and on time) is a legal requirement, but also essential if your son/daughter is to benefit and take full advantage of the education and opportunities Westgate Academy offers.

Attending school and all lessons enables them to develop as learners and socially, as well as gain a wider world understanding.

At Westgate we want to ensure every child has the chance to reach their potential.

**A two week absence in term time means that your child will miss up to 50 hours learning time. For children who are behind in their learning this can make it even harder to cope**

## We would like to ask that parents:

- Ensure their child attends school regularly and punctually (school starts at 8.55 am)
- Ensure that they contact school by 10 am whenever their child is unable to attend.
- Do not take their child out of school for holidays during term time and leave of absence will be authorised **only in exceptional circumstances**. If attendance is considered to be poor, (less than 90%), then we will not authorise your holiday. We will also not authorise holidays if they fall around exam test times or if they coincide with the start of the school year.

# Parents and pupils can expect the following from school:

- Early contact with parents when a pupil fails to attend school without providing a reason. This will normally be by text via our parentmail system or by phone call the following day if you have not replied to our text.
- Recognition and reward for good attendance.
- Immediate and confidential action on any problem notified to us.

To improve attendance we have to work together. If something is stopping your child coming to school, please come and talk to us.

## ATTENDANCE REVIEWS

Our school and our Educational Welfare Officer meet regularly to discuss ways of improving attendance and achievement and with your help we aim to make a real difference. From the beginning of the academic year we will look at the attendance of every pupil in our school. We aim to review each child's attendance every 4 weeks.

- If your child's attendance is below 90% you will receive a letter advising you of this.
- If there is no improvement over the next few weeks our Education Welfare Officer will become involved in monitoring your child's attendance.
- Should attendance still not improve you will be invited to a School Panel Meeting where you may be asked to provide doctors letters every time your child is absent from school and you will also be set an attendance target.

Section 7 of the Education Act 1996 places upon parents a duty to ensure their child receives suitable efficient full-time education either by regular attendance at school or education otherwise. Section 444(1)(a) of the same Act states that where a parent of a child who knowingly and without reasonable justification fails to ensure regular attendance of a registered pupil at that school, the parent of that child shall be guilty of an offence against that Section. The Local Education Authority may, where necessary, institute legal proceeding in the Magistrates Court under this section of the Education Act 1996 against those parents concerned. Alternatively Section 444B of the same Act empowers the Local Education Authority to issue a fixed penalty of either £50.00 or £100.00

Westgate, Lincoln, LN1 3BQ  
Tel: 01522 528308 email: [enquiries@westgate.lincs.sch.uk](mailto:enquiries@westgate.lincs.sch.uk)  
[www.westgate.lincs.sch.uk](http://www.westgate.lincs.sch.uk)  
Mr R Stock: [richard.stock@westgate.lincs.sch.uk](mailto:richard.stock@westgate.lincs.sch.uk)