

# HALEWOOD ACADEMY



# ATTENDANCE

A guide for parents and students  
**2020/2021**

## Why is attendance important?

The aim of this booklet is to outline the importance of regular attendance at school in order to emphasise the impact it can have on your child's academic progress. Research indicates that there is a direct link between poor attendance and poor achievement.

Halewood Academy has a minimum target of 96% attendance for every child. A student who has only 90% attendance misses almost 4 weeks of school every year. That's over 100 hours of learning lost. Visit the attendance section on the school website to learn more about the link between absence and attainment.

If young people do not attend school regularly, they will experience difficulty in keeping up with their studies. In addition, they also miss out on the many activities and opportunities that we offer at Halewood Academy that support the curriculum and nurture their growth into young adults. Students who do not attend school regularly are at a greater risk of becoming involved in crime or becoming a victim of abuse.



# Absence

It is important that we help our young people to get into the good habits that they will need in the workplace. Excellent attendance and punctuality are essential in their future employment and we regularly receive requests from potential employers for references regarding attendance and punctuality.

Students who develop a poor pattern of attendance and punctuality will be monitored by the Attendance Team and you may be invited into school for a meeting with the Assistant Progress Leader and the Educational Welfare Officer.

As a parent/carer, you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this, you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence.

Persistent Absence (PA) is classed as any absence that equates to over 10% of the academic year at any given time. Any student that appears on the PA list may be monitored formally by the Education Welfare Service. The thresholds for PA are set out below:

- Close of 1st half term: 3.5 days in total
- Close of 2nd half term: 7 days in total
- Close of 3rd half term: 10 days in total
- Close of 4th half term: 12.5 days in total
- Close of 5th half term: 15.5 days in total
- Close of 6th half term: 19 days in total

If your child is absent from school through illness the absence will be authorised with a covering note from parents/carers on the day they return to school. If your child is being monitored by the Educational Welfare Service or by the Attendance Officer at Halewood Academy medical verification must be provided in order for the absence to be authorised.

You are asked to contact the school on the first morning of absence by 8.30am either by phone on 0151 477 8830 or email [admin@halewoodacademy.co.uk](mailto:admin@halewoodacademy.co.uk) and contact the school each day the absence continues. Absences of 10 sessions or more will not be authorised unless you provide medical verification in the form of an appointment card, prescription counter foil, doctor's note or packaging for medication. All evidence of absence must include your child's name and be dated by the medical service that your child has visited. This should be handed in on the first day that they return to school. At any point during an absence an Assistant Progress Leader may visit in order to satisfy safeguarding regulation and offer support where necessary.

We ask that all medical appointments are supported by an official letter or appointment card prior to the appointment being taken. Appointments for routine check-ups should be made at the end of the school day or during school holidays. Your child's absence will be recorded as unauthorised on the school register unless official documentation is provided. Where this is provided the absence will be recorded as an authorised absence. We ask that you update us daily by phone, with the reason for your child's absence. If you have been requested to provide medical verification by the School please send this in on return to school before the absence can be authorised. Ensure that your child's full name, registration group and dates of absence are all included within the note.

# Penalty Notices

If your child exceeds 14 sessions (which equates to 7 days) of unauthorised absence in any 10 week period during the school year they may be issued with a penalty notice. The penalty notice is £60 per child for each parent. If the fine remains unpaid after 21 days the penalty increases to £120. If the notice remains unpaid after 28 days the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the magistrate's court.

If a parent/carer reports that a child is absent from school due to illness and subsequently it becomes apparent that the child has been absent for the purpose of a term-time holiday, the School will advise the Local Authority and the parent/carer may be issued with a Penalty Notice.

There are many stories about parents choosing to simply decide to pay the penalty notice as a cheaper alternative to an expensive holiday. However, if a parent does this once, the next time they take leave of absence without authorisation it could be seen to be an "aggravated offence" and therefore they could incur a prosecution, which could result in a higher level of court disposal.



**We Seek The Best**  
Respect Aspiration Collaboration Excellence Resilience

# What can parents do to help?

It is important that you inform us of any medical or emotional issues that may be affecting your child's attendance to enable us to offer the appropriate support. If you suspect that your son or daughter is experiencing any problems or issues at school that may be affecting their attendance please make contact with us as soon as possible via their form tutor. This will alert us to any problems and help us to work with you towards resolving any issues. It is important that your son or daughter understands that you are working with the school to ensure that there are no barriers to learning and that you do not condone absence.

It is important that you endorse the school's rules on punctuality, attendance and dress code with your children. Late arrival to school will result in your child being set a detention. Please ensure that your child is dressed to learn and follows the school rules regarding appearance and makeup.



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# Students' Responsibilities

Aim for 100% attendance.

Follow the dress code set by Halewood Academy.

Be punctual to registration and lessons.

Be equipped and ready to learn.

Visit the toilets at break time and lunchtime.

In case of lateness, report to reception to sign in and provide a note from home with an explanation for the late arrival to school.

**Halewood Academy**  
Wode Deacon Trust

**Attendance Matters**

Do you know the crucial effect those days off can have on your son and/or daughter achievement?

89% and below	inadequate
95% and below	requires improvement
96%	good to outstanding

**'We Seek the Best'**

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The infographic features a traffic light on the left with three colored bands extending to the right. The top band is red and labeled '89% and below inadequate'. The middle band is orange and labeled '95% and below requires improvement'. The bottom band is green and labeled '96% good to outstanding'. The background is dark blue with white and red text.

# Leave of Absence

From 1st September 2013 The Education Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances. In exceptional circumstances the School will consider a request for a leave of absence for one period of absence during the academic year. Weddings and family events are not classed as special or exceptional circumstances.

You need to request leave of absence by letter at least six weeks prior to the proposed date of absence.

Research indicates that fewer than 40% of pupils in secondary schools with an average of 15 days or more absence per year get 5 good GCSE passes.

# Rewards

Each half term, if 100% attendance is achieved, your child will receive a certificate in recognition of this achievement. At the end of the school year, if 100% attendance is achieved, they will receive a certificate and a £10 Liverpool One voucher.

Any tutor group with 100% attendance in a week will be rewarded the following week, as will any tutor group that shows significant improvement.

## Term Dates 2020-2021

Term	Opening	Closing
Autumn 2020	3 September 2020 2 November 2020	23 October 2020 18 December 2020
Spring 2021	4 January 2021 22 February 2021	12 February 2021 26 March 2021
Summer 2021	12 April 2021 7 June 2021	28 May 2021 16 July 2021

## School Day 2020-2021

Year Group	Start Time	Entrance	Finish Time	Exit Point
7	8.35am	Sports Hall	2.40pm	External (by Front Courtyard)
8	8.45am	Front Courtyard	2.45pm	External (by Front Courtyard)
9	8.45am	Atrium	2.45pm	Atrium
10	9am	Atrium/ canteen	2.50pm	Atrium
11	9am	Sports Hall	2.50pm	Atrium

## Emergency First Aid

**Please note that Halewood Academy operates an emergency first aid facility only.**

If a student is unwell during school hours, he or she must follow the correct procedure and be referred by a teacher to a first aider with a note. The first aider will assess each student individually and contact parents should the child be unable to continue his or her lessons.

**Please note: a student must not use their mobile phone to contact home themselves when they are unwell. School procedures must be followed.**

A student sent home sick by the first aider will have the remaining school session recorded as an authorised absence, but further absence from school should be covered by a telephone call by 8.30am and a covering note is required upon their return to school.



# Useful Telephone Numbers

## Halewood Academy

Telephone 0151 477 8830

E-Mail [admin@halewoodacademy.co.uk](mailto:admin@halewoodacademy.co.uk)

## Education Welfare Officer

Telephone 0151 443 5139

## Knowsley School Nurse

Telephone 0151 486 4011

## Knowsley Borough Council

Telephone 0151 489 6000

# Halewood Academy



## Halewood Academy

Wade Deacon Trust

RESILIENCE

96% – 100% Attendance

IMPROVING YOUR  
ATTENDANCE  
WILL IMPROVE  
YOUR LIFE  
CHOICES

ASPIRATION

RESPECT

COLLABORATION

EXCELLENCE

LET'S DO IT TOGETHER  
BE HERE  
BE SMART  
BE SUCCESSFUL

**'We Seek the Best'**

We Seek The Best

Respect Aspiration Collaboration Excellence Resilience

Interim Principal: Ms J Gallagher

The Avenue, Wood Road, Halewood, Liverpool, L26 1UU

Telephone: 0151 477 8830

Email: [admin@halewoodacademy.co.uk](mailto:admin@halewoodacademy.co.uk)

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