

Punctuality

All children who arrive after the registers have closed at 8.30am or 8.50am must report to Reception and be signed in the Late Gate. Lateness will be recorded in the registers as follows.

20 minutes after the register is closed – L Code

More than 20 minutes after the registers close – U Code (unauthorised)

A penalty Notice will be issued where a pupil is persistently late for more than six instances over a period of six school weeks and where these are marked as a "U" code in the register

Holidays in Term Time

In September 2013 new Government Legislation was introduced which prevented Head teachers from authorising holiday absence during term time unless they were exceptional circumstances. The school can now fine the parents of compulsory school age children who are taken out of for a holiday. However if taking your child out of school is unavoidable, we ask you to write a letter to the principal explaining the situation.

Please note that a Penalty fine can still be issued where the school suspects a holiday has been taken. In this case the parent has to produce evidence to prove a holiday has not been taken.

REPORTING ABSENCES

Telephone:- 01909 473473

Leave an absence message on option 1

Direct Message on DOJO to School Attendance

Email:

attendance@thestaugustines.notts.sch.uk

Authorised and unauthorised absences.

School can only authorise absences in the case of genuine illness, hospital/medical appointments or other exceptional circumstances. We CANNOT authorise absences for reasons such as:

Shopping, haircuts, birthdays, other family members illness, visiting relatives, no clean uniform or getting up late.



The St Augustine's Academy

School Attendance Matter

St Augustine's School, Longfellow Drive, Worksop, Nottinghamshire. S81 0DW

Telephone 01909 473473

Email:

office@thestaugustines.co.uk

Website: st-augustines.net

Principal: Mrs L Selden



At The St Augustine's Academy we view excellent attendance and punctuality as vitally important for the learning and progress of the children. Your child's time at school is very valuable they only get the chance once! It is therefore very important that they miss as little school as possible. Research shows that children who have good school attendance are more likely to do well in the future. Regular attendance also helps children to develop their confidence and make and keep lasting friendships.

Thank you for your support in getting your child to school everyday.

School Hours

FS2 -Y2 8.30am -3.00pm

Y3-Y6 8.50am-3.20pm

Roles and Responsibilities

Parents and Carers

- To ensure your child attends every session unless they are unwell.
- To inform school by telephone, email or DOJO message on the FIRST day of absence because of illness. Keep school updated at regular intervals if the illness is prolonged.
- Try and arrange medical appointments outside of school time.
- To bring and collect your children promptly. If your child is late they must be signed into school on the 'Late Gate' at Reception.
- Holidays are avoided during term time.
- To complete an Intention of Absence from school form if you believe it is unavoidable to take your child on holiday during term time.
- Ensure that school are informed if someone different will be collecting your child.



Roles and Responsibilities

The St Augustine's Academy

- To ensure parents/carers understand the importance of punctuality and attendance.
- To monitor attendance and punctuality weekly.
- To contact parents/carers if no reason has been received for a child's absence.
- To speak informally to parents/carers if a child's attendance falls below 95% or if poor punctuality is having a significant effect upon a child's education.
- To write to parents if attendance is poor or punctuality does not improve after informal meetings.
- School to offer advice and support to families
- To provide a range of incentives to encourage excellent attendance. Currently these are certificates and Best Class Trophy.

