



BISHOP CREIGHTON ACADEMY

Holidays in Term Time

At the Bishop Creighton Academy we believe that family holidays should not be taken in term time. We will not authorise any term time absences except in exceptional circumstances.

Additional information

Unavoidable Absence

Absences which are considered unavoidable may be authorised by the Bishop Creighton Academy. These include;

- ◆ General illness, unless your child is classed as a persistent absentee
- ◆ Attending a religious festival or ceremony
- ◆ An emergency medical or dental appointment that could not be made outside of school hours
- ◆ Being in hospital or having hospital treatment
- ◆ Attending a family funeral

Avoidable Absence

Absences which are considered avoidable will not be authorised. These include;

- ◆ Trivial illness or being absent because a sibling is
- ◆ Visiting ill relatives for extended periods
- ◆ Family holidays no matter what length
- ◆ Being unhappy or not getting on with others at school
- ◆ Being up late the night before
- ◆ Attending medical appointments of another family member



BISHOP CREIGHTON ACADEMY

ATTENDANCE CODING SYSTEM

Colour Code	Annual attendance	Result – This is for the whole academic year.
GREEN	100%	Not missing any lessons.
	99%	Missing around 10 lessons.
	98%	Missing around 20 lessons.
	97%	Missing around 30 lessons.
AMBER	96%	Missing about 8 days of school. This equates up to 40 lessons.
	95%	Missing about 2 weeks of school. This equates up to 45 lessons.
	93%	Missing 14 days of school – a significant amount of education to lose.
RED 1	90-92%	Missing more than three weeks of education – a significant amount of education to lose.
RED 2	86% -89%	Missing between 4 and 6 weeks. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. 95 Lessons missed.
RED 3	81-85%	Missing between 6 and 8 weeks. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. 145 lessons missed.
RED 4	80% and below	Missing more than 8 weeks. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances. 190 lessons missed.

The Bishop Creighton Academy
 Vineyard Road • Peterborough • PE1 5DB
 By phone: 01733 343895
 Email us: admin@bishopcreightonacademy.org
www.bishopcreightonacademy.org
 Follow us on Twitter @BCA_Academy
 Principal: Mrs Vicki Redhead



BISHOP CREIGHTON ACADEMY

Attendance

Important information for pupils, parents & carers



2015-2016



BISHOP CREIGHTON ACADEMY

Introduction

At the Bishop Creighton Academy we believe it is vitally important that all our children attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential.

Good attendance and punctuality will also encourage pupils to become responsible and resilient individuals which will serve them well in their future working lives.

Standards

At the Bishop Creighton Academy we;

- ◆ Expect every child to attend school for at least 95% of the time
- ◆ Expect every child to arrive on time every day
- ◆ Will support parents to ensure their legal responsibility to ensure their child attends school regularly & punctually
- ◆ We believe family holidays should not be taken during term time. We are not obliged to authorise requests for holidays during term time

Parents should contact us by telephone or text on the first day of absence and each subsequent day of their child's absence. The academy should be informed on any planned absence in advance.



BISHOP CREIGHTON ACADEMY

Policies and procedures

It is the responsibility of parents to ensure that their child arrives at school on time. The gate is open between 8.15—8.25am. Please make sure you arrive before 8.25am. Any child arriving after 8.25am should enter the academy via the main entrance. All parent/carers must sign the late book.

We operate a system of **first day calling** as part of our safeguarding procedures, if your child does not arrive at school we will contact you in the first instance via text or phone. In some circumstances we may also make a home visit.



Recognising good attendance and punctuality

At the Bishop Creighton Academy we reward good attendance and punctuality in a range of ways. We award weekly incentives, class of the week certificates and termly & annual, individual 100% awards.



BISHOP CREIGHTON ACADEMY

Addressing poor attendance

The government expects all schools to promote good attendance and reduce absence; ensuring that every pupil has access to full-time education. Missing out on lessons leaves pupils vulnerable to falling behind. Those with poor attendance tend to achieve less in both primary and secondary school.

A pupil of compulsory school age who has an absence rate of 10% or more (attendance of 90% or less) is classed as a **persistent absentee**.

As of September 2015, Fixed Penalty Notices will be issued for any of the following;

- ◆ The pupil has attendance levels of 90% or below and at least 8 sessions of unauthorised absence within an 8 week period (up to 3 penalty notices may be issued in any academic year).
- ◆ Persistent late arrival at school after the register has closed contributing to a level of attendance of 90% or below;
- ◆ Leave of absence in term time which has not been authorised by the school;
- ◆ Not remaining within the dates agreed for any authorised leave of absence;

We expect that all parents will help us to improve rates of attendance. Every time your child is absent from school they are missing lessons which they may not be able to catch up on.