



The Birley Academy

A L.E.A.D. Academy

Attendance & Punctuality Newsletter

Helpful FAQ's

Expectations

It is our expectation that every child who attends The Birley Academy achieves 97-100% attendance and is punctual to school every day.

Good attendance is crucial to the future educational success of your child.



We would like to share some attendance FAQ's with you to help address any questions you may have regarding attendance at The Birley Academy.

Attendance FAQ's

Illnesses

Do I need to let school know each day my child is ill? Yes, unless not calling/messaging is agreed with the Attendance Office.

If my child is unwell will their absence be authorised? Yes if their attendance is 95% or higher on the first day of illness. Their illness may also be authorised if the child went home from school ill the previous day. Authorisation, for that illness, will only continue if a parent contacts school every day of their child's illness.

What happens if my child's attendance is under 95% and they are ill? The illness will be unauthorised unless a copy of medical evidence such as a GP/emergency department appointment slip, prescription or medicine label is shown to school.

If my child has had sickness/diarrhoea do I need to keep them off for 24/48 hours? We do not insist on this time frame. If you feel your child is unlikely to be sick/continue with diarrhoea they may return to school.

If my child has a chronic condition that results in regular absences, and will affect their attendance at school what should I do? You should contact the Attendance Office and explain what is wrong with your child. You may be asked to provide school with evidence of appointments or other information from a medical professional. If

school has sight of these communications, absences related to the condition will be authorised.

Holidays

If I take my child out of school to go on holiday do I need to complete a leave of absence form (LOA)? Yes, so that we can ensure your child's attendance record is correct.

If I complete a LOA form will I be informed if the holiday has been authorised/unauthorised? You will only be informed if it has been authorised. No reply = no authorisation.

Might I receive a fine for unauthorised holidays? Yes, Sheffield Local Authority will issue a fine if your child is absent for five or more school days.

If I am taking more than one child on holiday in term time will I receive a fine for each child? No, just for one child (Sheffield Local Authority's current Policy).

Sporting/Performing activities

If my child is a member of an external sporting/performing organisation and needs to have time off school for an event, how

do I ask for that? You should write to the Headteacher requesting the time off and enclose a copy of the details of the sporting/performance event from the relevant organisation on their headed paper. You will be informed if this time off is to be authorised.

Medical appointments

If my child has a medical appointment will it be authorised? A medical appointment is authorised if your child's attendance is 95% or higher. If under 95% the appointment will only be authorised if school is given a copy of the appointment slip or letter.

If I write my own letter to school to say that my child has a medical appointment will it be authorised? School will authorise medical appointments from a parental letter if the child's attendance is 95% or above on the date of the appointment.

If my child's attendance is under 95% and I write to school explaining that they have a medical appointment will the absence be authorised? No, we have to see a letter or appointment slip from the place where your child has the appointment.

If my child has an appointment in the morning but arrives at school before lunchtime will their attendance percentage be affected?

If they arrive during the morning they will receive a present mark for their morning registration mark and a 'Medical' mark for any lessons they missed (only if we have evidence of the appointment or their attendance is 95% or above). If their attendance is below 95% they will receive an L for their morning registration mark and unauthorised marks for any lessons missed.

If my child has an appointment in the afternoon will it affect their attendance percentage?

If their appointment is in the afternoon they will receive a present mark for PM registration if they leave school after PM registers are taken. The lessons missed from that point will be marked as 'Medical' if appropriate evidence is supplied or attendance is 95% or above. If it is a parental request that the child leaves school, without evidence from the hospital/doctor/orthodontist etc, the child's absence will be unauthorised.

NB. Prolonged absences

If absences continue for more than a few days, school may begin to unauthorise absences if the reasons provided for a prolonged absence seem inappropriate for the length of time the student is absent.

NB. Covid-19-related absences

Students no longer have to self-isolate if they, or a close family member, test positive for Covid. Therefore, students who test positive may attend school if they are well enough. The wearing of a mask is not required.

Absences due to Covid will be marked as for any other illness as described above. These absences will affect attendance percentage.

My child has two absence marks but has only been off for one day?

One single day is made up of two sessions. One session mark is for AM and the other session mark is for PM. Therefore two absence marks is equivalent to one day.

In summary

The above information may not cover all eventualities. The answers are correct for the 2022-2023 academic year.

Contact information:

If you have any questions, please contact school on 0114 2392531 Option 1 and speak to one of our Attendance Team. Or attend Tuesday night attendance drop in sessions.

Attendance Team

Theresa Clark – Assistant Head for Attendance and Safeguarding.

Penny Hunt- Education Welfare Officer

Laura Dronfield -Education Welfare Support Officer

Lauran Kempshaw-Metcalfe-
Business Admin Apprentice
(Attendance)

Attendance
drop in sessions
are every
Tuesday

3.30pm-5pm

No appointment
needed

Please come and meet the team to discuss any concerns around your child's attendance.

You may wish to discuss

- the barriers to your pupil not attending school in person
- strategies to help your child feel more supported in school
- Authorised and unauthorised attendance marks

We are here to support you.

School isn't just about subjects and lessons. It's a safe space.

At school, you can:



Learn more about yourself



Build friendships



Think about your future



Get support with anything you're going through

If anything is worrying you or making you not want to come to school, we can help. Talk to any of your teachers, any time.



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

