

## Leave In Term Time

The Greenwood Dale Academies Trust policy for granting leave of absence in term time (Commonly known as Holidays in Term Time) is that absences will only be authorised in exceptional circumstances, there is no automatic right to any leave in Term time.



Leave of absence (Holiday) must be requested from and agreed by the Head teacher in advance of any absence. If approved the absence is registered as authorised and if not approved and still taken, as unauthorised. It is recommended that as a general rule any activity, holiday or event that can be arranged during the annual 13 week holiday time should not be authorised during the school term.

All unauthorised absences will be reported to the Education Welfare Officer. This may result in you receiving a Fixed Penalty fine. Last year a number of families were fined.

We look carefully at every child's attendance each term. **This includes Late arrivals.** Any child who has less than 95% is monitored by the Attendance Officer and EWO who may write to you or request a meeting, to discuss support for the child/family.

If the child's attendance does not improve after our letter or support we will ask the Educational Welfare Officer to visit the family to see if there are any other ways in which we can help to improve the child's attendance.

**Failure to improve attendance may result in legal action being taken against you.**

If you have any questions or comments about this leaflet please contact our Head Teacher, Mrs Wright or our Attendance Officer, Mrs Crow

Our Education Welfare Officer is:

**Andy Hickinbottom**

Who is based at Skegness Academy.  
Please feel free to contact him any time on: 01754 879122



**BEACON PRIMARY  
ACADEMY**

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**Beacon  
Primary  
Academy**

**Attendance  
Matters**

**This leaflet is designed to  
help parents and pupils  
understand Beacon Academy  
Attendance Regulations**



## Arriving at School on Time

Arriving at school on time every day is an important job for parents and children.

Being punctual and ready to work are important life skills that we try to develop in school to equip children for working life.

When your child is late they are rushing and get off to a bad start.

It also disrupts the teacher and the class, who have often started working when children arrive late. Your child could also miss important information or instructions so they may not be so confident during the rest of the day.



## What is late?

The doors close at **8:45am**, and we expect children to be in school before these times.

The register is taken electronically.

The playground entrances are open from **8.35am** and the class room doors open at **8.40am** to receive children.



The lessons start at:  
**AM: 8.545am - 12.00noon**  
**PM: 13.00pm - 3.15pm**

**Doors close at 8.45am**

If your child is not here and ready to work by these times they are classed as late.

## Attendance

Good attendance is essential. Your child will not make the progress they are capable of if they are away from school on a regular basis. We aim for 95% attendance over the year for every child — which is also the Government's target for Primary Schools.

If your child loses on average a day a week, they would have an attendance rate of 80%. This would be unacceptable and would involve the Educational Welfare Officer and legal action.

*Just a little bit late doesn't seem much, but...*

He/She is only missing just...	That equals...	Which is...	Over 13 years of schooling that's...
10 minutes/day	50 minutes/week	Nearly 1.5 weeks/year	Nearly <u>half a year</u>
20 minutes/day	1 hours 40 minutes/week	Over 2.5 weeks/year	Nearly <u>1 year</u>
Half an hour/day	Half a day/week	4 weeks/year	Nearly <u>1 and a half years</u>
1 hour per day	1 day/week	8 weeks/year	Over <u>2 and a half years</u>

You can see why we are trying to improve attendance — we must make sure that your child makes the best progress they possibly can, and they can only do that by being in school!

**What should I do if my child needs to be away from school?**



If your child is poorly, please telephone the school on the first day of absence, giving the reason for absence, you need to do this for every school day your child misses. If your child's attendance is poor then you may be required to provide proof of illness for our Education Welfare Officer.