



## Attendance

It is essential that children are attending the academy EVERY day unless they are really unwell. A day out of school every so often does actually mount up and means that your child is missing out on their education.

We are working very closely with the Education Welfare Team, parents and children to achieve improved attendance.

Sometimes we all feel a little under the weather first thing in the morning, but once we are up and dressed, we actually feel a little better. It's really important that children develop resilience - that they try their hardest to come into school every day. If you are concerned that your child may be ill then please inform their class teacher and if necessary we will phone home so that you can collect your child if their symptoms get worse.

If your child is absent from the academy please phone the office to inform them as to why your child is not in. It is really important that we hear from you. We do send out a text message if we have not heard from you asking that you please contact the academy to explain the absence. Proof of the reason for absence will need to be shown to the academy office staff on their return - either an appointment card or a letter. If proof is not shown your child will be given an unauthorised absent mark on their attendance record.

Your child's attendance should be over 95%. If your child's attendance drops below this you will be informed through a letter from the academy explaining that we are monitoring your child's attendance closely and that we expect it to improve immediately. At parents evening your child's attendance will be given to you so you are aware of the figure. If your child's attendance does not improve then you will be invited into the academy to meet with the Principal to discuss what support can be offered and what the next steps are in ensuring the attendance improves.

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent
90%	19 days	4 weeks
80%	38 days	8 weeks
70%	57 days	11.5 weeks

## Punctuality

Please make every effort to get to school on time ...minutes add up. If your child is 15 minutes late every day , that adds up to over an hour a week ...think of the amount of hours over a half term ...then a year ! At Chalfont Valley we use every available minute whilst the children are in the academy and getting off to a good start in the day is so important.

Your child needs to arrive at school by 8.45am or they will be given a late mark or an unauthorised mark, this will depend on the time of their arrival.