



ATTENDANCE

We want all students to take advantage of the opportunities provided by Crofton Academy.

Good attendance helps students to develop a sense of responsibility and helps them to form good habits that prepare them for the world of work. Evidence shows that there is a link between poor attendance and underachievement.

We expect your child to attend Crofton Academy every day unless they have one of the following authorised absences:

- he/she is too ill to attend;
- he/she has a medical appointment; or
- other circumstances authorised by Crofton Academy.

We also expect your child to be punctual to every lesson and would ask that you reinforce this with you child. Late entry to lessons disrupts the learning of other students and we will take action if an issue with lateness persists.

Unauthorised absence occurs when your child has been absent and the absence has not been explained or we do not consider the reason for the absence to be acceptable. Some reasons we consider unacceptable are: taking the last day of term off, lack of uniform, looking after younger children, birthdays, shopping, and taking holidays in term time.

The Governors and Headteacher will not authorise any holiday in term time. It is parents'/guardians' responsibility to check term dates.

What will School do to monitor attendance and punctuality?

- we will contact you on the first day of absence, via a Parentmail text message, if you have not informed us your child is absent;
- we will send you an absence letter if we have not been able to contact you; and
- we will send you attendance and punctuality statistics as part of our progress reports.

Crofton Academy's attendance rate for 2014/2015 (DFE dates September to May) was **95.3%**. Weekly and termly performance tables for both Tutor Groups and Year Groups are displayed on a notice board outside the Main Reception.