

Key Contact Information

- Academy Office
01782 970293
- Academy Email
office@maplecourt.uk
(please put Attendance as the subject)
- If you are connected on Class Dojo, you are always welcome to send a message to your child's class teacher
- If there is an issue in school regarding your child's attendance then please ask for an appointment with Miss Clarke (Assistant Principal)
- Education Welfare Officer
Mrs Michaela Hill
01782 235355

Attendance Protocols at Maple

Excellent attendance links directly with positive achievement in school.



Attendance = Achievement



If your child's attendance drops too low, you will be sent a letter reminding you of the academy's expectations for attendance.

If attendance drops further, you will be invited to attend an attendance clinic with the Education Welfare Officer (EWO).

If attendance still does not improve you will be issued a Penalty Warning Notice and your case will be referred to the EWO.

The consequence of continued poor attendance will result in legal action being taken, a fine of up to £2,500 and in the worst cases, a prison sentence.

Unauthorised absence may be subject to a Fixed Penalty Fine.

What can you do to help?

- ✓ Make sure that your child is in school by 8.30am. We will be targeting lateness.
- ✓ If your child is absent then you need to phone the academy before 9:30am giving the reason for the absence.
- ✓ If your child is ill and you have sought medical advice from the pharmacy or the doctors, please bring or send us evidence so that we can authorise the absence.
- ✓ Do not allow your child to have 'just one day off' as these quickly add up.
- ✓ Arrange holidays for periods where children are not expected to be in school. **Fixed Penalty Fines will be issued.**
- ✓ If there is a problem that is causing your child to miss school, please arrange an appointment with their class teacher to resolve the issue. No problem is too small or can't be resolved.

Attendance Ladder

Equates to

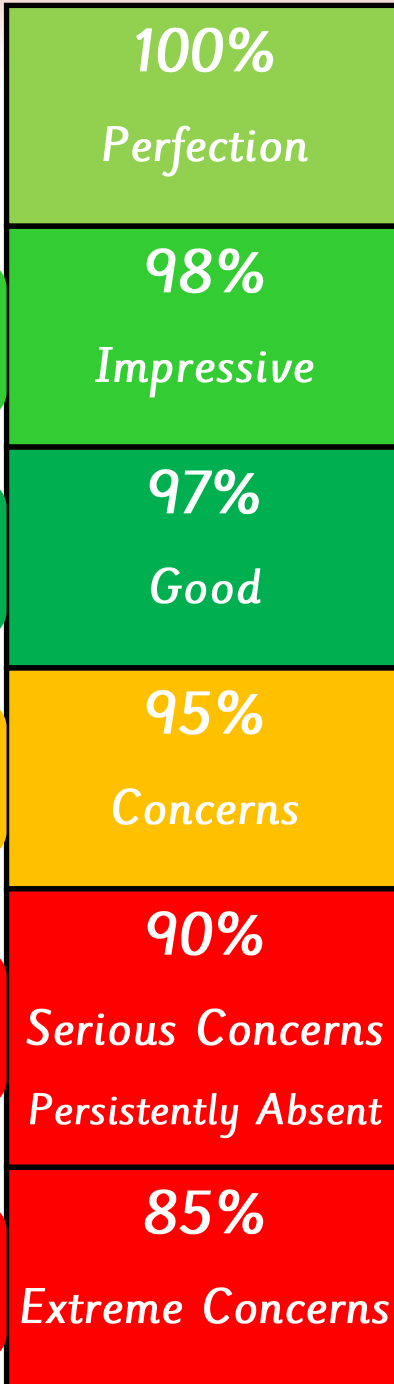
4 School days

7 School days

9 School days

20 School days

30 School days

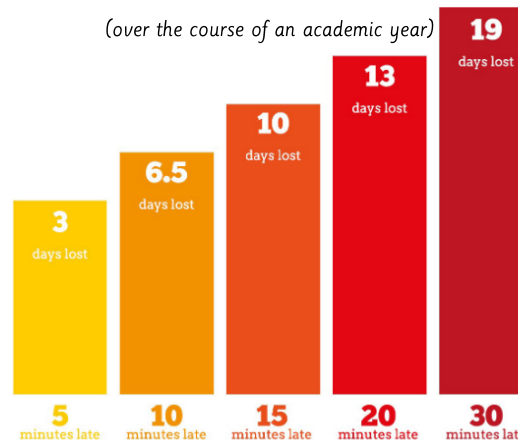


Late Arrival

- ✓ Make sure that your child is in school at 8.30am.
- ✓ Breakfast club is available from 8.00am to make sure that pupils are in school and ready to learn.
- ✓ Consider the impact of arriving late on your child's learning. Lessons start straight away and walking into a lesson late means that your child will have missed out on the teacher's exposition at the start of the lesson. They will also have missed opportunities to have 1:1 reading time and small group interventions. These are key to maximise your child's progress and attainment.

Lost minutes = Lost learning

(over the course of an academic year)



Maple Court Academy



Attendance Update