



### As a parent/ carer...

...we understand that you want the best for your child. At Carlton Keighley we want the best for each of our students too. Attending school regularly will positively impact your child's **mental health**, it will **increase their life chances**, give them **new opportunities, open doors** for their future and enable them to maintain **healthy friendships**.

If they are **feeling low or unhappy** – please inform your child's Head of Year so that we can support them in school or refer them to specialist support.

If they are feeling **under the weather** – please inform your child's Head of Year so that we can give them a little extra care (i.e. ensure they drink water, don't participate in PE and make sure they are comfortable) and keep an eye on them.

If there is any **friendship issues** – please inform your child's Head of Year to arrange a pastoral meeting to resolve the issue; avoiding school only prolongs dealing with the matter.

If there is a **safeguarding issue** – please contact the academy DSL (Mrs Leggett) or contact Bradford Social Care (01274435600).

*If you have any questions or concerns relating to your child's education, wellbeing or attendance please do not hesitate to contact Carlton Keighley and arrange a meeting with a member of the pastoral team.*

## Important Information for Parents & Carers

<p>HIGH ATTENDANCE AT SCHOOL GETS YOUR CHILD'S LIFE OFF TO A <b>FLYING START!</b></p>	<p>INCREASING ATTENDANCE BY JUST 5% CAN <b>DOUBLE</b> THE CHANCES OF GAINING GOOD QUALIFICATIONS</p>	<p>MISSING TWO DAYS A MONTH MEANS A CHILD MISSES <b>10%</b> OF THE SCHOOL YEAR</p>	<b>MORE SCHOOL =</b> <b>HIGHER GRADES</b> <b>INCREASED CONFIDENCE</b> <b>MORE FRIENDS</b> <b>BRIGHTER FUTURE</b>
<p>THERE ARE <b>175</b> DAYS A YEAR NOT SPENT IN SCHOOL <small>PLENTY OF TIME FOR SHOPPING, HOLIDAYS AND APPOINTMENTS!</small></p>	<p><b>100s</b> OF SUBJECTS   <b>1000s</b> OF CLASSES <b>ENDLESS POSSIBILITIES</b></p>	<p>TURNING UP JUST <b>5 MINUTES LATE</b> EVERY DAY ADDS UP TO <b>OVER 3 DAYS</b> LOST IN THE YEAR!</p>	



**CARLTON**  
KEIGHLEY

## Attendance & Absence Procedures

If your child is absent from school please call 01535 210333 before 08.30am.

At Carlton Keighley we have a very high attendance target: we expect our students to attend 98%+ of the time. Students who attend well do better in their exams and can therefore go on to be successful.



### Being on time for the start of the academy day

- All students should arrive on the academy site by 08:20am; don't forget students are welcome to have breakfast from 8:00am.
- Any student arriving after 08.30am will be marked as late.
- All students arriving late will make up the time by attending a detention at break-time. Text messages will be sent out informing parents/carers of their child's lateness. If a child is late more than once in a week they will receive an after school detention.



### Illness

- Should your child be too unwell to attend the academy, please contact us on the first day of absence before 08.30am on 01535 210333 and keep us informed of your child's progress.
- If you expect your child to have an extended period of absence, please provide evidence from your doctor or hospital.
- If you require your child to take prescribed medication whilst at school please contact the school office.

**Please note:** medical appointments are still absences.

Medical appointments will affect your child's attendance if taken during school hours. Every effort should be made to arrange appointments outside of school time.

We do appreciate this may sometimes be unavoidable. In these cases students should attend school before and after their appointment.

## Monitoring your child's attendance

Each student is tracked in an attendance group. If a student falls below 95% they will go onto a green report card to help them increase their attendance. Should it fall below 90% you will be invited in for an urgent meeting. As an academy we would much rather work with you as a family to help and support your child to attend school regularly; if there is anything we can do to help and support please let us know.



Attendance Groups		
Purple	100%	Brilliant
Green	93-95%	Risk of underachievement
Amber	90-92%	Serious risk of underachievement
Red Stage 3a	<90%	Severe risk of underachievement
Red Stage 3b	<50%	Extreme risk – Court action

**Attendance matters:** Students who attend well access the full curriculum and are likely to achieve their potential. Students who do not attend are missing learning and this will result in underachievement.

## Taking holiday leave during term time

- We expect all parents/ carers to take their family holidays during the calendared academy holidays.
- Any parent wanting to take their child out of the academy during term time should seriously consider the impact on their child's education.
- If you still wish to take extended leave during term time you need to complete a leave of absence form at least **four weeks before** the departure date; the Head of School will only grant leave of absence in very exceptional circumstances that are not related to holidays.
- Declined requests will result in the council starting legal proceedings through the magistrates court; the fine could be up to £2500 per child, per parent.

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