



## ATTENDANCE: A GUIDE FOR PARENTS

MyChildAtSchool (MCAS) is an online portal for parents/carers that enables you to view your child's performance and other information in real time, via the website or mobile app.



<https://www.mychildatschool.com/MCAS/MCSParentLogin>

### **When does my child need to be in the Academy?**

Your child should be in their tutor classroom no later than 8.30am, when registers will be taken by tutors.

### **What happens if my child is late?**

Students who arrive after 8.30am must report to the member of staff on duty and will be given a late attendance mark. AM registration finishes at 9.00am. After this time, students will not be given an attendance mark for the morning session, in accordance with Department for Education guidelines.

Students who arrive after registration should report to the main Academy reception and sign in. If a student loses their attendance mark through being late, this may lead to a referral to the School Attendance Officer and the issuing of a fixed penalty notice.

### **Does the Academy need letters explaining my child's absence or will a phone call do?**

We would expect a parent to contact the Academy, via telephone, on the first day of absence, then each day if the absence continues.

If we do not hear from you, a text message will be sent which may be followed by a home visit.

Medical evidence or a letter explaining your child's absence is required. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

An accumulation of unauthorised absences will lead to a referral to our School's Attendance Officer.

## **What reasons will the school accept for absences?**

- Illness
- Emergency dental/medical appointment. (Medical evidence is required; however where possible please make routine appointments after school or during the holidays)
- Day of religious observance (for a limited period)
- Family bereavement

In cases of recurring absences through illness, you may be asked to produce a medical certificate.

Except in the case of illness, you should request permission by completing a Leave of Absence form well in advance, giving full details.

## **What is unacceptable?**

The Academy will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

## **Can we take family holidays during term-time?**

No. Family holidays should be taken during school holidays.

## **What can I do to encourage my child to attend school?**

- Make sure your child gets enough sleep and gets up in plenty of time each morning.
- Ensure that he/she leaves home in the correct clothes and is properly equipped.
- Show your child, by your interest, that you value his/her education.
- Attend Academy events e.g. Parents Evenings

## **My child is trying to avoid coming to school. What should I do?**

- Contact the Attendance Officer immediately and openly discuss your worries.
- Your child could be avoiding school for a number of reasons; difficulties with schoolwork, friendship problems, family difficulties.
- It is important that we identify the reason for your child's reluctance to attend school and work in partnership to tackle any issues.