

Attendance and Punctuality at Tudor Grange Academy Kingshurst



3rd August 2020

Dear Parents/Carers

As an Academy we take attendance and punctuality very seriously and therefore would like to remind you of our expectations when your son or daughter is absent from school or you wish to take leave of absence in term time.

Absences Procedure

If your child is ill and unable to attend school, a parent/carer must telephone Student Services/main office or email first thing in the morning, on every day of absence. Please notify Student Services/ the main office of any infectious or contagious illness occurring in the household of a pupil. In such cases, a pupil should not attend the Academy until the incubation period has passed or a medical certificate has been submitted indicating that they are permitted to return. Please provide a letter with the reason for absence on the first day the student returns to the academy following the illness

Absence due to COVID 19

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are in close contact of someone who has coronavirus (COVID-19). Please notify school as soon as possible if this is the case.

Daily Absence Check

Each day registers will be checked and if a pupil is absent and no communication has been received from the pupil's parent/carer then a phone call will be made to ascertain the whereabouts of the student for that day. Please note all contact numbers that have been provided to the Academy will be tried and a message will be left where necessary or a text message will be sent. We request you return any calls as soon as possible to ensure we are able to safeguard all pupil's at all times.

Attendance Welfare Officer (AWO)

The Academy's AWO may call at your home to discuss your child's absence if there is a concern regarding attendance or the reason given for absence is not acceptable. The visit may be carried out unannounced.

Leave of Absence

Medical

If a pupil needs to attend a medical appointment or requires leave of absence for any other reason, a letter or appointment slip must be brought in from home, in the case of text message appointments then a screen shot of the appointment will suffice. This should be shared with the pupil's tutor, and Student Services/ main school office. All pupil's must sign out when leaving school stating the reason for leaving. When the pupil returns from the appointment they must report back immediately to Student Services/main school office to sign in. Pupil's must be collected by a parent/carer from Student Services/main school office unless a letter giving specific permission to leave school unaccompanied is received.

Religious Observations and Funerals

A leave of absence form, which can be obtained from Student Services/ main school office, should be completed and returned to Student Services/main school office. By completing the form we will know where your child is and there will be no necessity to disturb your day.

Family Holiday

Leave will **not** be granted for family holidays unless under exceptional circumstances.

Requests for leave of absence must be made on the Academy's official leave of absence form, which can be obtained from Student Services/ main school office. When completed the form should be returned to Student Services/main school office for it to be passed on to the Principal for their decision. You will be notified of the Principal's decision in writing. On occasion, before a decision is made, you may receive a phone call to discuss the request further.

Persistent Absence

The Academy reviews pupil's attendance and punctuality on a regular basis, whether it be authorised or unauthorised absence. If a pupil's attendance falls below 95% we will start our Tudor Grange Academy Trust attendance interventions. The interventions are intended to support parents/carers and the pupil concerned to improve school attendance. The interventions will be in the form of letters, phone calls and meetings, depending on the level of concern. If these interventions fail and attendance continues to fall we may have to refer the case to the Local Authority Education Department for them to consider legal action.

Punctuality

Arriving late to school and to lessons is very disruptive for the teacher and other class members. It also means that pupil's themselves miss important input from teachers. Morning registration is at 8.30am. If, for whatever reason, your child will be arriving late please call Student Services/ main school office to inform them. A pupil arriving late to school must sign in at Student Services/main school office. If a pupil arrives late without a genuine reason they will be given a sanction in accordance with the Academy's Behaviour and Discipline policy.

This attendance table shows the amount of valuable learning time that is missed due to poor school attendance .

Attendance during one year	Equals days absent	Equals approximately in weeks	Approximate number of lessons missed
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29days	6 weeks	145 lessons
80%	38 days	8 weeks	190 lessons
75%	48 days	10 weeks	240 lessons
70%	57 days	11.5 weeks	285 lessons
65%	67 days	13.5 weeks	335 lessons

Attendance is a team effort and we would like to thank you for your continued support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Academy Kingshurst. If you would like to view the full Attendance and Punctuality Policy it can be viewed on our website at www.kingshurst.tgacademy.org.uk

Yours sincerely

Mr D Turner
Principal