



6th September 2021

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 0121 329 86300 first thing in the morning, on every day of absence. Please notify Student Services 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 pupil returns to the Academy following the illness.

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 pupil 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 pupils 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, a letter or appointment slip must be brought in from home. In the case of text message appointments, a screen shot of the appointment will suffice please send to ***office@kingshurst.tgacademy.org.uk***. This should be shared with the pupil's tutor, and Student Services. All pupils 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 to sign in. Pupils must be collected by a parent/carer from Student Services 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, should be completed and returned to Student Services. 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. When completed, the form should be returned to Student Services 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. When leave of absence has not been authorised, a referral will be made to the Local Authority for a Penalty Notice to be issued.

Persistent Absence

The Academy reviews pupils' 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 pupils 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 pupils 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 to inform them. A pupil arriving late to school must sign in at Student Services. 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.

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

Attendance during one year...	...equals days absent.	This is approximately in weeks...	...which means this number of lessons missed.
95%	9 days	2 weeks	45 lessons
90%	19 days	4 weeks	95 lessons
85%	29 days	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.

Yours sincerely

Mr D Turner

Principal