

Friday 17<sup>th</sup> July 2018

Dear Parents/Carers

### **Attendance and Punctuality at Tudor Grange Samworth Academy**

As an Academy we take Attendance and Punctuality very seriously and therefore would like to remind you of the importance of both to your son/daughter.

Please see below the attendance table that shows how it impacts on a child's attainment and achievement:

<b>Above 98%</b>	<b>Excellent attendance</b> - Less than 4 days absence in a year
<b>98%-95%</b>	<b>Good attendance</b> - National expectation of a student in secondary school. Less than 9 days absence in a year. Tudor Grange Academies Trust attendance target for all students is <b>96%</b>
<b>95%-90%</b>	<b>Below average/low attendance</b> - Cause for concern; the Academy's Attendance Welfare Officer will be making contact with you to discuss the situation to ensure attendance improves
<b>90% and below</b>	<b>Exceptional low attendance</b> - 19 days absence in a school year. Students with attendance 90% or below are persistently absent from school. Parents of students with this level of attendance will be referred to the Education Investigation Service for them to take appropriate action, unless there are exceptional circumstances or recognised medical grounds

If a student has 3 individual days off in any period of 6 weeks, the Academy's Attendance Welfare Officer will make contact to discuss the absences.

#### **Reporting an absence**

- All absences must be reported to Student Services before 9.00 am each day. If it is a prolonged absence a call is required each day.
- If you know your child is going to be absent please let us know in advance with evidence for the absence.
- Written notification giving details of absences must be given to the tutor on your child's return.
- If your child has been absent due to a medical appointment please attach the appointment card/letter.
- **Unexplained absences will be unauthorised by the Academy.**

#### **Examples of authorised absence**

- Medical, opticians or dental appointments (**routine appointments should be made outside of school hours**). Evidence of these appointments is required.
- College/employment interviews. Evidence is required.
- Family funerals of close and immediate family members, or recognised religious observations (one day will be granted on prior notification).
- For exceptional circumstances a Leave of Absence request form can be obtained from Student Services for completion. On receipt of this form the Principal will make a decision.

### **Example of unauthorised absence**

- Leave of absence not approved by the Academy.
- Absence not reported on the day or supported by a written explanation upon return to school.
- Arriving late after the register has closed.
- Truancy.

### **Examples of medical evidence**

- Medical appointment card confirming attendance.
- Medical appointment letter.
- Copy of prescription showing name and date.
- Prescribed medication with pharmacist label showing name and date.
- Hospital discharge letter.

### **Request for absence of leave during term time**

The law does not grant parents/guardians an automatic right to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational, but your child will miss out on specialist teaching during their absence.

If you are considering withdrawing your child from their education during term time a Leave of Absence form must be completed and submitted to the Principal. This is to ensure the safeguarding of your child.

### **Punctuality**

Arriving late to school and into lessons is very disruptive for the teacher and other class members. It also means that late students themselves miss important input from teachers. Registration is at 8.55 am. If, for whatever reason, your child will be arriving late please call Students Services to inform them of the reason. On arrival at the Academy a late student must sign in at Student Services. If a student arrives late without a genuine reason they will be given a sanction in accordance with the Academy's Behaviour & Standards policy.

### **Family Emergencies**

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies that are being dealt with by an adult family member. Being at school with support from staff and peers can provide children with stability. The routine of school offers a safe and familiar background during times of uncertainty.

**“It is a parent's legal responsibility to ensure that their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence”.**

We would like to thank you for your continual support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Samworth Academy. If you are unsure of the details regarding attendance, a full Tudor Grange Samworth Academy attendance policy is available to view on our website at [www.samworth.tgacademy.org.uk](http://www.samworth.tgacademy.org.uk).

Yours sincerely,  
Mr A Wilkinson - Principal

