



# Tudor Grange Academy Kingshurst

October 2018

Dear Parents and Carers,

As an academy, we consider attendance and punctuality to be extremely important and so, each year, we remind our parents and carers of our expectations with regard to both good attendance and being on time. As a consequence of the academy's work last year, levels of attendance and punctuality improved considerably and we ask for your support in building on these successes this year. As such, we would ask you to keep this letter for your future reference throughout the year.

## **Absence Procedure**

If your child is ill and unable to attend the academy, a parent or carer must telephone Student Services or email first thing in the morning, on every day of absence. We would ask that you also please notify Student Services of any infectious or contagious illness occurring in the household of a student. In such cases, a student 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 your child returns to the academy following the illness.

## **Daily Absence Check**

Each day, at the start of Period 1, the registers will be checked and if a student is absent and no communication has been received from the student's parent or 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.

## **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 student needs to attend a medical appointment or requires a leave of absence for any other reason, a letter or appointment slip must be brought in from home. This should be shared with the student's tutor and be presented at Student Services on leaving the premises, when signing out for the appointment. When the student returns from the appointment, they must report back immediately to Student Services to sign in. Students must be collected by a parent or carer from Student Services unless a letter giving specific permission to leave the academy 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 Holidays**

Leave will not be granted for family holidays unless under exceptional circumstances. Requests for a leave of absence must be made on the academy's official leave of absence form, as detailed above. When completed, the form should be returned to Student Services for it to be passed on to me for a decision. You will be notified of my 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 student attendance and punctuality on a regular basis, whether it be authorised or unauthorised absence. If a student's attendance falls below 95%, we will start our Tudor Grange Academy Trust attendance interventions, which are intended to improve attendance by supporting parents or carers and the student concerned. 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 for them to consider legal action.

### **Punctuality**

Arriving late to the academy and to lessons is highly disruptive for both the teacher concerned and other students in a class. It also means that students themselves miss important input from teachers. Morning registration is at 8.30 am. If, for whatever reason, your child will be arriving late, please call Student Services to inform them.

A student arriving late to the academy 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 and Discipline Policy.

Thank you for your continued support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Academy, Kingshurst. If you are unsure of any of the details regarding attendance, the full Attendance Policy can be viewed on our website at [www.kingshurst.tgacademy.org.uk](http://www.kingshurst.tgacademy.org.uk).

Yours sincerely,



Damon Hewson  
Principal