

# Aspire, Attend, Achieve

Attendance and Punctuality Newsletter  
Tudor Grange Academy Kingshurst



Students need to attend academy regularly to benefit from their education. Students with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. For the most vulnerable students, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.

Taken from the DFE 'Working together to improve academy attendance' 2022.

## Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at academy is key to both academic and social development, which in turn will improve the life chances of children and young people.

## It's your responsibility

Parents and carers have a legal duty to ensure that their children attend academy regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their academy experience. Failure to do so is an offence under section 444(1) of the Education Act 1996.

If a child is registered at a academy, they must by law attend that academy regularly and punctually. Children should only miss academy if they are ill or unable to attend for some other unavoidable reason.

Tudor Grange Academy Kingshurst believe attendance is a shared responsibility, involving the whole academy community and local community. We will work with families to early identify the reasons for poor attendance and try to resolve any difficulties.

## Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of academy hours. Where it cannot be avoided, children should attend academy for as much of the appointment day as possible.

## Persistent Absence

A pupil becomes a 'persistent absentee' when they miss 10% or more days across the academy year for whatever reason. Absence at this level is doing considerable damage to a child's education and we need parent's full support and co-operation to tackle this.

We monitor all absence and the reasons given thoroughly. Any case that is seen to have reached the persistent absence mark or is at risk of moving towards this will then be discussed with the college team and families.

## EVERY SCHOOL DAY COUNTS



## Understanding types of absence coding

It is the responsibility of the Headteacher to authorise any child's absence from academy. Therefore, absences will be treated as unauthorised until the academy is satisfied that it should be authorised.

**Parents/carers cannot authorise absences and should be aware that while calling the academy or providing a note for an absence complies with safeguarding procedures, it does not automatically mean an absence will be authorised.**

Every half-day absence from academy has to be classified by the academy as AUTHORISED or UNAUTHORISED. Medical evidence may also be required in the form of a copy of a prescription, appointment card, etc. Types of absence that are likely to be authorised are illness, medical or dental appointments which have to unavoidably fall in academy time, i.e. emergencies.

## Religious observance

Tudor Grange Academy Kingshurst recognises that there may be times where children of different faiths observe religious festivals that fall outside of academy holidays and weekends and will allow authorised absence for these times. Parent/carers will be aware of these dates and should give the academy written notification in advance.

## LATENESS = LOST LEARNING

(Figures below are calculated over a school year)

5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

## Illness

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to alert the academy on each day of absence. In some cases, the academy will require medical evidence such as a note from the child's doctor, an appointment card or a prescription paper.

Whilst any child may be off academy because they are ill, sometimes they can be reluctant to attend academy. Any problems with regular attendance are best sorted out between the academy, the parents and the child. If a parent thinks their child is reluctant to attend academy, then we will work with that family to understand the root problem.

## Unauthorised absence

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping, birthdays
- Looking after other younger children in the family
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time that have not been agreed
- Arriving at academy too late to get a present mark
- Truancy
- Haircut
- To get new shoes or uniform

### **Term time leave**

This academy's policy is not to authorise leave for any child/ren during term time. Any applications for leave in term time must be made in writing to the Principal.

There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional circumstances. Each application will be considered on its own merit, and the attendance record(s) of the child/ren concerned may also be taken into account when making a decision.

Please refer to our Attendance and Punctuality policy for further information and request a form from the office, should you feel that you have grounds for an exceptional leave of absence to be considered.

### **How can parents/carers help their child have good attendance and punctuality?**

As part of our whole-academy approach to maintaining high attendance, we request that parents/carers:

- Notify the academy by telephone on the first day that their pupil is unavailable to attend.
- Confirm this in writing when the pupil returns.
- Avoid making medical/dental appointments during the academy day.
- Do not take children out of academy during term time and in the case of exceptional circumstances permission must be granted by the Headteacher.
- Promote the value of excellent attendance at home and follow the procedures set by the academy.
- Advise the academy of any difficulties they may be having so that support can be provided as appropriate.
- Are aware that Section 444 of the Education Act states, *'If a pupil of compulsory academy age who is a registered pupil fails to attend academy regularly, his/her parent is guilty of an offence.'*

### **Some strategies to improve punctuality**

#### **Bedtime routines**

- Encourage children to pack their bag before going to bed, ready for the next day.
- Getting to bed earlier.
- Setting a time for a television, iPad, computer, mobile phone, and other devices to be turned off.

#### **Morning routines**

- Setting the alarm for a time that allows all morning routines to be carried out without making them late.
- Having breakfast before leaving home, so there is no need to call in at the shop on the way to academy.
- Encourage them to leave home at least five minutes earlier than they think they