



Tudor Grange Academy Redditch

Attendance and Punctuality at Tudor Grange Academy Redditch

23rd September 2015

Dear Parents/Carers

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 the attendance chart below that shows how attendance impacts a child's attainment and achievement.

Above 98%	Excellent attendance with less than 4 days absence in a year
95%-96%	Good attendance The national expectation of a student in Secondary school is less than 9 days absence in a year. Tudor Grange Academy Redditch attendance target for all students is 96%
94%-90%	Below average/low attendance This is a cause for concern. The Academy Attendance Welfare Officer will be making contact with you to discuss the situation to ensure attendance improves.
90% and below	Exceptional low attendance 19 days absence in a 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 Worcestershire County Council Education Investigation Service for them to take the appropriate action. Unless there is 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 be in contact to discuss the absences.

Reporting an absence

- All Absences must be reported to student services before 9.00am 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 and write to you confirming whether authorisation is granted.

Examples of unauthorised absence

- Leave of absence not approved by the Academy.
- Absence not reported on the day or supported by 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 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 safe guarding 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 8.50am if you fear your child may arrive late, please call student services to inform them of the reason.

A late student on arrival at 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 Standards policy.

Thank you for your continual support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Academy Redditch.

If you are unsure of any of the details regarding attendance, a full Tudor Grange Academy Redditch Attendance Policy can be viewed on our website at

<http://www.redditch.tgacademy.org.uk/files/2014/12/Attendance-Policy.pdf>

Yours sincerely

Rose Rees
Principal