



Tudor Grange Academy Redditch

26th October 2018

Dear Parent/Carer

The importance of regular school attendance

This is vital to help children achieve and get the best possible start in life. Children who frequently miss school fall behind. If you are unsure of the details regarding attendance, the policy is available on our website at <https://www.redditch.tgacademy.org.uk/about-tudor-grange/policies/>

Punctuality: Arrive by 08.50

Arriving late to school and into lessons is highly disruptive for both the teacher and other class members and late students themselves miss important input from teachers and tutors. Registration is at 08.50am. If your child will be arriving late, please call our Student Services to let them know why on 01527-830726.

From Monday, 5th November 2018, the way in which students are sanctioned for lateness will be as follows:

- On arrival the late student must sign in at Student Services;
- If there is no genuine reason for being late, the student will be issued with a 30 minute detention from 3.20pm – 3.50pm that day. Parents/carers will be notified by text message;
- Failure to attend a late detention will result in an internal isolation for a full day. Parents/carers will be notified;
- Persistent lateness will result in further sanctions in accordance with the Academy's Behaviour and Standards policy.

Daily Absence Check

Registers are taken each day at the start of the first lesson. If a student is absent and the student's parent/carers has not contacted the school, then a phone call will be made home to ascertain the whereabouts of the students for that day. Please note that all contact numbers that have been provided to the academy for the student will be tried and a message will be left where necessary or a text message will be sent.

Isolation

In conjunction with our attendance policy, we have also reviewed the procedures for internal isolation. Any student who finds themselves in isolation (through attendance or behaviour) will serve a slightly extended day finishing at 3.30pm.

Please continue your valued support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Academy Redditch.

Kind regards

Mrs J. Bolter

Principal Tudor Grange Academy Redditch

