



## Attendance and Punctuality at Tudor Grange Primary Academy Haselor

25<sup>th</sup> January 2024

Dear Parents/Carers,

As an Academy we take attendance and punctuality very seriously and therefore would like to remind you of our expectations when your son or daughter is absent from school or if you wish to take leave of absence in term time.

### Absences Procedure

If your child is ill and unable to attend school, a parent/carer must telephone the school office on 01789 488211 or email office@haselor.tgacademy.org.uk first thing in the morning, on every day of absence. Please notify the office also of any infectious or contagious illness occurring in the household of a pupil. In such cases, a pupil 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 / email with the reason for absence on the first day the pupil returns to the Academy following illness.

### Daily Absence Check

Each day registers will be checked and if a pupil is absent and no communication has been received from the pupil's parent/carer then a phone call will be made to ascertain the whereabouts of the pupil 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. We request you return any calls as soon as possible to ensure we are able to safeguard all pupils at all times.

### 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 pupil needs to attend a medical appointment, a letter or appointment slip must be brought in from home. In the case of text message appointments, a screen shot of the appointment will suffice which can be sent to the above school email address. All pupils must sign out when leaving school, stating the reason for leaving. When the pupil returns from the appointment, they must report back immediately to the school office to sign in. Pupils must be collected by a parent/carer from school unless a letter giving specific permission to leave school unaccompanied is received.

### Religious Observations and Funerals

A leave of absence form, which can be obtained from the school office, should be completed, and returned to school. By completing the form, we will know where your child is and there will be no necessity to disturb your day.

### **Family Holiday**

Leave will not be granted for family holidays unless under exceptional circumstances. Requests for leave of absence must be made on the Academy's official leave of absence form, which can be obtained from the school office. When completed, the form should be returned to the school administrator for it to be passed on to the Head of School for their decision. You will be notified of the Head of School's decision in writing. On occasion, before a decision is made, you may receive a phone call to discuss the request further. When leave of absence has not been authorised, a referral will be made to County for a Penalty Notice to be issued.

### **Persistent Absence**

The Academy reviews pupils' attendance and punctuality on a regular basis, whether it be authorised or unauthorised absence. If a pupil's attendance falls below 95%, we will start our Tudor Grange Academy Trust attendance interventions. The interventions are intended to support parents/carers and pupils to improve school attendance. 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 Education Department for them to consider legal action.

### **Punctuality**

Arriving late at school and to lessons is very disruptive for the teacher and other class members. It also means that pupils themselves miss important input from teachers. Morning registration is at 8.55am but children are expected to arrive at school promptly at 8.45am when lessons begin. If for whatever reason, your child will be arriving late please call the school office to inform them. A pupil arriving late to school must sign in at the school office. Pupils arriving after 8.55am will be marked as late.

The following table shows the amount of valuable learning time that is missed due to poor school attendance.

<b>Attendance during one year...</b>	<b>...equals days absent.</b>	<b>This is approximately in weeks...</b>	<b>...which means this number of lessons missed.</b>
<b>95%</b>	<b>9 days</b>	<b>2 weeks</b>	<b>45 lessons</b>
<b>90%</b>	<b>19 days</b>	<b>4 weeks</b>	<b>95 lessons</b>
<b>85%</b>	<b>29 days</b>	<b>6 weeks</b>	<b>145 lessons</b>
<b>80%</b>	<b>38 days</b>	<b>8 weeks</b>	<b>190 lessons</b>
<b>75%</b>	<b>48 days</b>	<b>10 weeks</b>	<b>240 lessons</b>
<b>70%</b>	<b>57 days</b>	<b>11.5 weeks</b>	<b>285 lessons</b>
<b>65%</b>	<b>67 days</b>	<b>13.5 weeks</b>	<b>335 lessons</b>

Attendance is a team effort and we would like to thank you for your continued support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Primary Academy Haselor. If you would like to view the full Attendance and Punctuality Policy it can be viewed on our website:

<https://www.haselor.tgacademy.org.uk/files/2021/10/TGPAH-Pupil-attendance-and-punctuality-policyv1.3-Localised-July-2022-1.pdf#pupil-attendance-and-punctuality-policy/>

Yours sincerely  
Mrs Gail Duxbury.  
Head of School