

25<sup>th</sup> October 2018

Dear Parents/Carers

### **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 [www.worcs.tgacademy.org.uk/about-tudor-grange/policies](http://www.worcs.tgacademy.org.uk/about-tudor-grange/policies).

#### **Punctuality: Arrive by 8.35 a.m.**

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 8.35 a.m. If your child will be arriving late, please call Student Services to let them know why.

From Monday, 5<sup>th</sup> 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 2.55 – 3.25 p.m. that day. Parents and carers will be notified by text message
- Failure to attend a late detention will result in an internal isolation for a full day. Parents and carers will be notified.
- Persistent lateness will result in further sanction 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/guardian has not contacted the school, then a phone call will be made home to ascertain the whereabouts of the student 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.

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

Yours sincerely,



Mrs S Roach  
**Executive Principal**

#### **Every child, Every day, Every lesson.**

90% attendance = a day off every fortnight

80% attendance = a day off every week

TGAW Current Attendance 94.2%

TGAW Attendance 2016-17 94.3%

TGAW Attendance Target 95.0%

Missing School = Missing Out