



6<sup>th</sup> September 2019

Dear Parent/Guardian

I would like to welcome you all back for an exciting new academic year at TGAW. I would also like to take this opportunity to clarify statutory guidance, procedures and our expectations surrounding attendance.

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

### **Absence Procedure**

If your child is ill and unable to attend school, please telephone the Academy or email first thing in the morning, on every day of absence. Please notify the Academy of any infectious or contagious illness occurring in the household of a student. In such cases, a student 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.

### **Daily Absence Check**

At the start of each day the registers will be checked and if a student is absent and no communication has been received from you, a phone call will be made to ascertain the whereabouts of the student 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.

### **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***

Parents/guardians are advised to make appointments for a dentist, doctor or optician outside school hours whenever possible. If a student needs to attend a medical appointment or requires leave of absence for any other reason, a letter or appointment slip must be provided and be presented on leaving the premises when signing out for the appointment. Students must be collected by a parent/carer unless a letter giving specific permission to leave the Academy is received.

#### ***Religious Observations and Funerals***

A leave of absence form should be completed and returned to the Academy. 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 the Principal deems that this comes 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 Academy or downloaded from the website and be returned to the Academy for the Principal's decision. You will be notified of the decision in writing. On occasion you may receive a phone call to discuss the request further. Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an



unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice. Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s). **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, reduced to £60 per child if paid within 21 days). Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to the County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

### **Persistent Absence**

The Academy reviews student attendance and punctuality on a regular basis. If a student's attendance becomes a concern Tudor Grange Academy Trust attendance interventions will be activated. These are intended to offer support and guidance to the parent/guardian(s) and student. The interventions are 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 to school and to lessons is very disruptive for the teacher and other class members. It also means that students themselves miss important input from teachers. Morning registration is at 8.35am. If, for whatever reason, your child will be arriving late, please call the academy to inform them.

A student arriving late to the Academy must sign in at reception. If a student arrives late without a genuine reason they will be given a sanction in accordance with the Academy's Behaviour and Discipline policy.

Thank you for your continued support in helping to raise attendance, punctuality, attainment and achievement at Tudor Grange Academy Worcester. If you are unsure of the details regarding attendance, the full Attendance Policy can be viewed on our website at [www.worcs.tgacademy.org.uk](http://www.worcs.tgacademy.org.uk)

Yours sincerely

A handwritten signature in black ink, appearing to be 'D Butler', written in a cursive style.

**Mr D Butler**  
Principal