



**RE: Attendance and Punctuality**

**Friday, 15 September 2023**

**Dear Parent/carer,**

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 you wish to take a leave of absence during term time.

**Absences Procedure**

If your child is ill and unable to attend school, a parent/carer must telephone Student Services first thing in the morning. This must happen on every day of absence. Please call on 0121 329 8300 and select the college group your child is in or the post-16 absence line.

We know that sometimes our pupils cannot come to school because they are really unwell - and that's the right thing to do for them and other students. Medical advice is clear however that children with mild illness will often be well enough to attend - for example if they have a cough, or cold, without a temperature. The NHS guidance 'Is my child too ill for school?' - NHS (<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>) is designed to support parents in their decision making about mild illness.

Please notify Student Services 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 with the reason for absence on the first day the pupil returns to the Academy following the 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. In some cases, 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. Failure to communicate will result in a home visit.

**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 screenshot of the appointment will suffice. Please send any medical appointment information to your child's admin. The details are shown below:

Bronte: [aprinsep@kingshurst.tgacademy.org.uk](mailto:aprinsep@kingshurst.tgacademy.org.uk)  
Hawking: [jusmith@kingshurst.tgacademy.org.uk](mailto:jusmith@kingshurst.tgacademy.org.uk)  
Newton: [rflynn@kingshurst.tgacademy.org.uk](mailto:rflynn@kingshurst.tgacademy.org.uk)  
Pankhurst: [myoung@kingshurst.tgacademy.org.uk](mailto:myoung@kingshurst.tgacademy.org.uk)  
Tull: [ahussain@kingshurst.tgacademy.org.uk](mailto:ahussain@kingshurst.tgacademy.org.uk)  
Sixth form: [jhunter@kingshurst.tgacademy.org.uk](mailto:jhunter@kingshurst.tgacademy.org.uk)

This will then be shared with the pupil's tutor and Student Services. All pupils must sign out when leaving school stating the reason for leaving. When the pupil returns from an appointment, they must report back immediately to Student Services to sign in. Pupils must be collected by a parent/carer from the main reception 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 Student Services, should be completed, and returned to Student Services. 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 a leave of absence must be made on the Academy's official leave of absence form which can be obtained from Student Services. When completed, the form should be returned to Student Services for it to be passed on to the Principal for their decision. You will be notified of the Principal's decision in writing. On occasion, before a decision is made, you may receive a phone call to discuss the request further. When a leave of absence has not been authorised and is still taken, a referral will be made to the Local Authority Education Department for a Penalty Notice to be issued.

### Persistent Absence

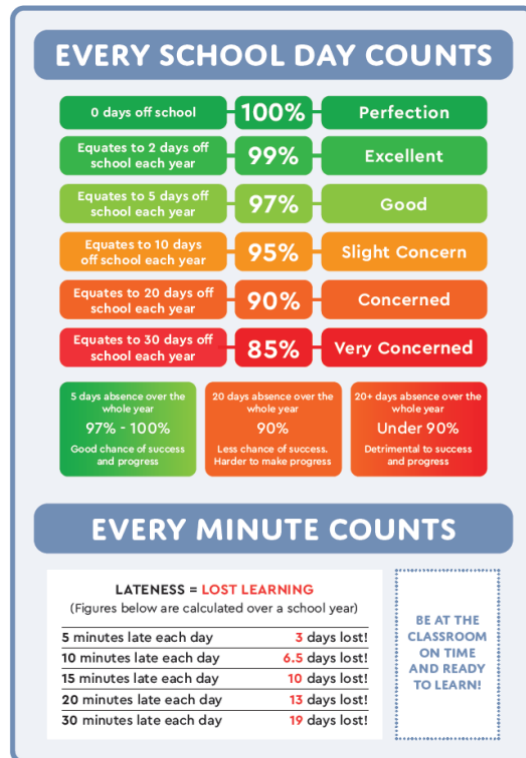
The Academy reviews pupils' attendance and punctuality on a regular basis, whether it be authorised or unauthorised absence. If a pupil's attendance falls below 95%, we will start our Tudor Grange Academy Kingshurst Attendance interventions. These interventions are Trust-wide and are driven by guidance from the Department of Education. 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 to improve attendance, 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 pupils themselves miss important input from teachers. Morning registration is at **8.30 am**. If, for whatever reason, your child will be arriving late please call your Student Services Administrator to inform them. A pupil arriving late to school must sign in at Student Services. If a pupil arrives late without a genuine reason, they will be given a sanction in accordance with the Academy's Behaviour and Discipline policy.



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



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 Academy Kingshurst. If you would like to view the full Attendance and Punctuality Policy, it can be viewed on our website <https://www.kingshurst.tgacademy.org.uk/parents/attendance/>

Yours sincerely,

**Mr. Gulfam Shahzad**  
Senior Leader for Attendance

**Ms. Nicola Crehan**  
Principal

