



18th September 2019

Dear Parent/Carers

Re: Attendance

As an Academy, we place a high importance on attendance to school. As such, we expect individual students to have at least 96% attendance. So far this year our whole school attendance is well above expected. We wanted to take the opportunity to thank you for your support with a great start last week achieving this. We are striving to get beyond 96% attendance overall and we can do this with your support. We expect all students to arrive into school by 8:30am to ensure they are at their tutor room on time for an 8:35am start. On a Wednesday, students go straight to period 1 and therefore being on time to school is even more important. Guidance time for every student is very important.

Attendance

At Arnold Hill Academy good attendance is 96% or more. This means that a student has not missed more than 7 school days per year. Each school day counts as 2 sessions. Missing more than 38 sessions or 19 days means that your child may become a persistent absentee. This means that your child's attendance is a cause for concern at 90% attendance. Should this be the case, we will contact you to discuss this prior to this being a concern.

Illness and First Day Call

If your child is unable to attend school through illness you should inform us by telephone on the first day of absence before 9.00am. It is useful to know the expected day of return. If you do not supply us with this information we have a duty to contact you so that we may be sure of the child's whereabouts, as this is a safeguarding issue. Where your child is absent through illness or medical appointments, this will normally be counted as authorised. Where we have concerns over excessive absence patterns through illness we will need to discuss this with parents in order to gain a better understanding of the problems and to offer support – for example, by involving the Healthy Families Team.

Arnold Hill Academy is part of the Spencer Academies Trust

Registered office: Arthur Mee Road, Stapleford, Nottingham NG9 7EW

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Medical/Dental Appointments - it is generally better if these can be arranged outside school hours, but we know this is not always possible. Where children need to attend such appointments during the school day it is important that parents inform the Attendance Officer via the attendance line. As an Academy we will not release students if we have not been informed by parents/carers. Students should sign out at PSU. Medical and dental appointments are authorised absences as long as evidence of these appointments are emailed to the Attendance Officer or shown at PSU when the student is signing out or back in. We do not authorise a full day of absence for a dental appointment, every effort should be made to attend school before or after the appointment, or, ideally, arrange appointments outside of the normal school day.

Absence

For any absence please inform the Attendance Officer. An absence is seen as unauthorised if it does not meet the Academy's criteria for an authorised absence e.g. a medical appointment; a religious holiday involving an act of worship or illness (however if a student's attendance drops below 96% then the absence will not be authorised without medical evidence). Where a student is absent through illness and it extends over 3 consecutive days and/or these are separate days off through illness totalling 3 or more days, the Academy may ask for a doctor's note or other medical evidence before the absence is authorised. Absences can be authorised by the Academy through our Attendance Officer, Ms Oldroyd.

Where an absence is not authorised, a fixed penalty notice can be issued for **any unauthorised absences of 3.5 or more days (7 sessions) over a rolling 6 week period.**

Types of Absence

Each absence is classed as authorised or unauthorised. Absences are coded as authorised where reasons are considered valid and unauthorised where no explanation or unacceptable reasons are given. For example, unacceptable include:

- shopping visits
- care for family members
- days out to theme parks or to attend concerts/shows
- parents' work commitments or business trips
- holidays taken in term time (including long weekends taken on Fridays and/or Mondays)
- parental illness, premenstrual pains, taking deliveries, headaches/sore throats, being tired/ under the weather.

Punctuality

As an Academy, being punctual is a part of the Arnold Hill Way and also shows respect for learning, respect for themselves and the Academy.

Lateness to School

A student is late to school if they arrive after 08.35am. On the day, a text message to say your child has been late to school will be sent. **3 late marks to school will see your child receive a 60 min detention on a Thursday.** We are aware that sometimes students are late for reasons including medical and issues where a bus hasn't arrived. If the child has been to a medical appointment – a note from parents should be brought and handed over. If the bus was late, we will advise the bus company of this and ask that you do so as well. We will check if buses are late with NCT and if proven this lateness will not be sanctioned. Heads of Year may also seek alternative strategies such as contact home with parents. This can be done in conjunction with the PSU (Pupil Support Unit).

Lateness in/around School

Lateness to period 1, 2, 3, 4 and 5 – if a student arrives later than the majority of the class they will be marked late on the register.

Students who are persistently late to lessons in school will receive the following:

- 3 late marks week – Head of Year (HoY) detention 45 minutes
- 5 late marks per week - 60 min detention on a Thursday

Students who have been persistently late in the first few weeks of school will be placed on tutor report for two weeks and will have a review meeting with their tutor, where if significant improvements have been seen – they will be able to come off report. A lack of improvement will mean they move up to their HoY report.

Thank you in advance for your support with good attendance and punctuality.

Yours faithfully

Miss S Garrad
Assistant Head Teacher