

Grace Academy Coventry

Attendance and Children Missing in Education Policy

Policy Reference:	GA-SP005
Version:	V6.1
Status	Operational
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Applicable to	Grace Academy Coventry
Checked by	Governing Body
Valid From	September 2023
Review Date	September 2024

Contents

1. Intent Statement:	2
2. Objectives:	2
3. Statutory/Legal Guidance	2
4. Safeguarding.....	3
5. Principles	3
6. School Responsibilities	4
7. Procedures	6
8. Process for parents.....	7
9. Rewards for positive attendance.....	7
10. Children absent/missing in education	7
11. Absence	8
12. Elective Home Education.....	10
13. Reintegration Timetables (Part-time/reduced timetables).....	11
14. Attendance Intervention:	12

1. Intent Statement:

Grace Academy Coventry is committed to providing a high-quality education for all students and attendance plays a key role in this. With our student care model at the heart of our attendance procedures, we believe that regular attendance and punctuality enables our students to take full advantage of all the educational and extra-curricular opportunities available to them at Grace Academy.

2. Objectives:

- To encourage students to achieve 100% attendance and a minimum attendance of 97%;
- To provide support, advice and guidance to parents and students to increase attendance;
- To have a student care model which places the tutor as the first point of contact for students and families;
- To build relationships with outside agencies that support students and families in promoting good attendance;
- To develop a framework in which good attendance and punctuality is promoted and attendance and punctuality issues are addressed consistently and appropriately at different levels.

3. Statutory/Legal Guidance

- Section 7, Education act 1996 states “It is the responsibility of every parent of every child of compulsory school age (5-16 years) to make sure that s/he receives efficient full-time education suitable to his/her age, ability and aptitude and to have any special needs s/he may have met either by regular attendance or otherwise”. Consideration is also given to sections 434(1)(3)(4)&(6)&458(4)&(5).
- Amendments to the 2006 pupil registration regulations now make clear that Principals may not grant leave of absence during term time unless there are exceptional circumstances.
- Amendments have been made to the 2006 regulations in The Education (Pupil Registration) (England) (Amendment) Regulations 2016.
- If a child of compulsory school age who is a registered student at an academy fails to attend regularly, his or her parent is guilty of an offence. The maximum penalty upon conviction is a fine of up to £2500 and/or a community penalty could be imposed along with a parenting order.

4. Safeguarding

Grace Academy Coventry recognises the relationship between attendance, attainment and safeguarding children. It recognises that inappropriate authorisation of absence can be damaging to a child's education and will potentially send a message to parents that any reason for non-school attendance is acceptable rather than highlighting that it can render children vulnerable to harm.

If absence is frequent or continuous, except where a child is clearly unwell, staff at Grace Academy Coventry will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school. Once attendance falls below 95% absence may be unauthorised without medical evidence. If a student is absent from school for more than five consecutive days, on the sixth day the absence will automatically be unauthorised until medical evidence is provided by the parents to the school or contact is made directly with the Attendance Officer. On the tenth day of unauthorised absence, the school will decide whether it is appropriate to complete an absent from education referral (see page 6). An absent from education referral is likely to be completed if absence is not due to illness, unavoidable causes, religious holiday or LA failure to make transport arrangements (as per CAE statutory guidance). If a child is missing in education, the academy will make reasonable enquiries about their whereabouts, this may include texts and emails to parents, phone calls home and/or home visits from the school or local authority.

5. Principles

- Celebrate students with maximum attendance
- Identify students with poor attendance prior to transfer from primary schools and monitor their attendance closely at the start of the academic year
- The importance of high attendance and punctuality emphasised through assemblies
- Keep parents/carers informed about their child's attendance.
- Have systems in place which allow students easy transition back into school after prolonged absences. For example, reintegration (part-time) student timetables or regular work with our attendance and pastoral team
- Form tutors will have conversations with students following an absence and welcome them back to the Academy
- Form tutors will discuss attendance regularly in form times and during academic mentoring
- Ensure regular evaluation of attendance and punctuality procedures.
- Complete registers accurately at the beginning of each morning and afternoon session and start of all lessons, using Go4Schools

- Act on any school-based issues which may affect attendance and punctuality
- Monitor students' punctuality to school each morning and to lessons taking appropriate action for persistent latecomers
- Work with the local authority and external agencies to support with persistent absence
- Apply interventions for students with attendance issues
- Share with parents/carers the legalities regarding unauthorised holidays
- Support and implement intervention for students through our "focus" student processes
- Monitor and refer SA students to the family support worker for additional interventions

6. School Responsibilities

Academy Leadership Team (ALT)

- Senior leader responsible for the strategic approach to attendance is the Vice Principal - Emily Wheller (emilywheller@graceacademy.org.uk)
- Responsible for the attendance policy and procedures
- Monitoring of attendance and punctuality in liaison with pastoral and attendance team
- Responsible for devising and delivery of attendance improvements as outlined in the Academy improvement plan
- Report regularly to the ALT and the LGB on the impact and effectiveness of the Academy strategy for improving attendance
- Work closely with the LA to improve attendance
- Identify focus groups and focus students on a half termly basis and delegate the implementation of targeted interventions

Attendance Officer

- Day to day recording of attendance and punctuality
- Liaison with external agencies (including the LA) to support and promote positive attendance
- Communication/attendance updates to parents
- Coordination of attendance registers
- Make referrals for intervention(s) related to absence
- Carry out Attendance Improvement meetings
- Carry out Home Visits and pick ups
- To support and co-ordinate interventions for their "focus" students
- Identify focus groups and focus students on a half termly basis and work closely with parents, students and the pastoral team to implement targeted interventions

Attendance and Children Missing in Education Policy

- To support and co-ordinate interventions for their “focus” students
- To refer any PA/risk of PA students for discussion at achievement board meetings
- To refer SA students to the family support worker for additional support

Head of Year

- Monitoring attendance and punctuality
- Discuss and seek to resolve underlying causes of poor attendance
- Contact with home about concerns
- Highlighting students who need further support or intervention from the Attendance Officer
- Attend regular attendance improvement meetings with the Attendance Officer to identify issues and causes of poor attendance
- To support and co-ordinate interventions for their “focus” students

Assistant Head of Key Stage

- To support the Heads of Year with their responsibilities in improving attendance and punctuality. This can be via parental meetings, phone calls home, home visits and meetings with the Attendance Officer
- Monitoring of attendance with Attendance Officer and relevant Head of Year
- Liaison with outside agencies such as education welfare officer to support and promote positive attendance
- To support and co-ordinate interventions for their “focus” students

Form Tutor

- To accurately record attendance and punctuality during AM and PM registration using Go4Schools
- Contacting home for focus students to discuss any potential reasons why their child was absent and to promote their prompt return to school
- Discuss the importance of attendance with their tutees
- Discuss any issues/concerns that may affect attendance within their tutor group with the relevant head of year
- Support students in recording weekly attendance figures
- Hold motivational conversations with students to discuss attendance
- To support and co-ordinate interventions for their “focus” students

All Staff

- To accurately record attendance and punctuality in all lessons using Go4Schools
- Provide a positive and safe environment where students want to attend regularly

- Be role models promoting good attendance through their own attendance and punctuality

Governors

- Liaise with ALT lead for attendance to monitor policies, procedures and progress towards improving attendance

7. Procedures

Registers are taken in each AM and PM session, within the first 10 minutes of the lesson. Non-attendance is identified each morning and afternoon as well as within every lesson. Registration closes at 9:50am after this point students will be given a U code if they have no authorised reason for being late. This will constitute the student being marked down as unauthorised absence for 50% of their day. Persistent lateness to school after registration closes could result in a fixed penalty notice for irregular attendance.

In the morning if the child has not arrived in school and we have not been informed of a reason the following actions will be taken:

- Day 1: an email will be sent to parents/carers*

If no appropriate response is received:

- Day 2: a telephone call/email will be made on the second day of unexplained absence

If no appropriate response is received:

- Day 3: a home visit will be completed on the 3rd day of the unexplained absence (wherever reasonably possible)
- If unexplained absence continues we continue to make home visits and refer our concerns to the appropriate external agencies (Police, Social care, LA) to support with safe and well checks
- Safe and well checks are carried out for all students absent for a considerable number of days regardless of explanations given
- We prioritise day 1 calls to disadvantaged/persistently absent/severe absence/SEND/safeguarding students to check or clarify absence and encourage return/medical evidence
- Attendance officer informs the DSL/DDSL of any students under social care who are not in school so appropriate action can be taken

- The mini bus is used to collect any absent students. Our targeted “Focus” students not in school are prioritised for collection

8. Process for parents

If your child is absent you should contact the absence line on absencegac@graceacademy.org.uk or 02476 589050

If your child is struggling with their attendance please contact their form tutor in the first instance.

Appendix 1- For further support, advice and guidance see Grace Academies Attendance Leaflet for further information

9. Rewards for positive attendance

Students who maintain maximum attendance are rewarded and celebrated each half term. Students who demonstrate improvements in attendance are also celebrated throughout the year. Rewards for attendance include: certificates, vouchers, contact with home, prizes, rewards trips, positive behaviour points and gold stars. Our attendance team meet with students to gain student voice which provides us with information about effective incentives and rewards to improve attendance. Also to discuss and identify barriers to students maintaining maximum attendance.

10. Children absent/missing in education

At Grace Academy Coventry we have a legal duty to identify children who are absent/missing from education, taking action where necessary and ensuring children are receiving suitable education. This duty applies to all maintained schools, academies, free schools and independent schools.

The CME(A) service is available for referrals when a child is absent from school and their whereabouts is unknown or that a child is not on a school roll and there does not seem to be any education in place.

We will conduct home visits should we be concerned that a student has not been in school, and if we haven't received information from parents/carers as to why their child has not attended

A child absent/missing in education referral is triggered when:

- The student has been absent from school for up to a maximum of 10 days and no reason has been given for the absence
- Where there are immediate concerns for a child's safety then relevant parties will be contacted e.g. Police and Social care

After twenty days, if a student is still classed as a child missing in education, contact will be made with LA and the student may be removed from roll.

For more information about children missing/absent from education please see our child protection safeguarding policy (section 4.10).

11. Absence

Authorised absence

We are advised by government legislation and Local Authority guidance that attendance can only be authorised in exceptional circumstances.

Absences may be authorised for the following reasons, but this will be at the discretion of the Principal:

- Medical reasons whereby we have received satisfactory medical evidence for absence. Medical evidence will always be required if a student has five consecutive days absence from school due to illness or if they have a day off and attendance is below the Academy threshold of 95%. Medical evidence is to be handed into the Attendance Officer
- Medical conditions- with appropriate medical evidence
- Religious celebration observation
- If transport provided by the school/Local Authority cannot bring the child to school
- Where an absence request form has been completed by parent/carer and is agreed by the Principal
- Where a student has a medical appointment that cannot be changed e.g. a consultant appointment
- When the student has no fixed abode, their parent is engaged in a trade which require them to travel, the student has attended school as often as the nature of the trade permits and the student has attended 200 sessions in the preceding 12 months
- Other exceptional circumstances e.g. family bereavement and for a limited period will need to have been discussed and authorised first

Leave of absence during term time

Arranging holidays during term time causes issues for many reasons:

- The student's education suffers

Attendance and Children Missing in Education Policy

- Lessons and extra-curricular activities are missed
- Parents may be in breach of their legal obligation to send their child to school

We are advised by government legislation and Local Authority guidance that attendance can only be authorised in exceptional circumstances. Below is some guidance on the Academies stance on leave of absence during term time.

- The Principals shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.
- Parents should not take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances, and the Principal must be satisfied that the circumstances warrant the granting of leave
- The Principals will determine how many school days a child may be absent from school if the leave is granted
- The school will only consider applications for Leave of Absence which are made by the resident parent/carer, i.e. the parent/carer with whom the child normally resides
- Applications for Leave of Absence must be made at least two weeks in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice
- Applications for Leave of Absence which are made in advance (at least two weeks prior) and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period
- Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

Process for absence request

- The Principal will not grant any leave of absence during term time unless there are exceptional circumstances.
- The Academy will respond to the request within two weeks. If the Academy is aware of any language difficulties having been notified by the family then appropriate support may be provided.
- There is a requirement that parent/carers provide evidence of the exceptional circumstance and may be required to meet with the Principal.
- Where students are absent for a period of 5 consecutive days or more medical evidence will need to be provided.
- If the Principal deems that the reasons for the request are exceptional and authorises the absences a letter confirming that the request has been authorised will be sent to the parent/carer.

Attendance and Children Missing in Education Policy

- If the Principal deems that the reasons are not exceptional and the leave of absence will not be authorised a letter informing the parents of this decision for each child and warning of the legal implications of the absence being taken will be sent to each parent.
- If notified in writing of the decision not to authorise the leave of absence and the absence is taken it will be marked as an unauthorised absence on the pupil's register. If you take unauthorised absence then this may be referred to The Local Authority Attendance and Inclusion Service to consider legal proceedings. This will also apply where students have been taken on holiday.
- Each request shall be judged by the Principal on a case by case basis. The Principal must be satisfied that there are exceptional circumstances.
- All requests for leave of absence must be made on the leave of absence form at least two weeks in advance, setting out the days requested along with the expected date of return. The reasons for the request of leave during term time must be clearly stated and supporting evidence provided where appropriate.
- Until permission in writing is given any leave taken will be classed as unauthorised leave.
- The Academy cannot give retrospective approval.
- Absence from school for 20 days may result in removal from roll.

The Education (Pupil Registration) Regulations 2006 as amended are adhered to. Where a pupil has been granted extended leave of absence and subsequently fails to return to school after expiry of the agreed date it will be treated as an unauthorised absence and where the failure is not due to sickness or any other unavoidable cause, they may, following consultation with the Local Authority, be deleted from the admission register.

12. Elective Home Education

Where a parent or carer expresses their intention to remove a child from school to home educate the school will contact the family with all relevant EHE information and guidance. This would be to ensure that parents and carers have carefully considered what is in the best interest of the child. This is particularly important when the child has special educational needs or has a social worker. The meeting would take place prior to any decision being made and other professionals working with the family would be invited to attend a meeting. If you wish to remove your child in order to home educate, a request must be submitted in writing. The Academy will alert the local authority and will complete and Elective Home Education (EHE) checklist form.

If a parent wants to readmit their child later, the normal system of in year admissions would apply.

13. Reintegration Timetables (Part-time/reduced timetables)

At Grace Academy Coventry we recognise the legal framework released in May 2021 in relation to the rights of all statutory school aged children and young people to receive full time education appropriate to their age and irrespective of their needs.

Grace Academy Coventry ensure compliance with statutory guidance and that they do not inadvertently exclude a student illegally. Grace Academy Coventry understand the impact a part-time timetable can present to any student.

As well as the potential impact on educational standards, a part-time timetable can present a significant safeguarding risk if not managed appropriately. Grace Academy Coventry adheres to the statutory guidance provided in the most recent version of Keeping Children Safe in Education. This applies particularly to children on part-time timetables. Grace Academy Coventry will support students to re-integrate into school full time, therefore any part time timetable set up will be referred fortnightly and a clear plan in place to return full time within six weeks.

- At Grace Academy Coventry, this mechanism is only used with the intention of integrating a student back into full-time education.
- The school, parent/careers and other professionals agree in the short-term reduced timetable to support the pupil back into education. A reintegration timetable can be no longer than six weeks.
- [Reintegration timetables](#) are communicated and submitted to the local authority.

14. Attendance Intervention:

*Adapted for 2023/2024



Attendance and Children Missing in Education Policy

Letter 1

Parent Salutation
Address Line
Coventry
Postcode

Date

Dear Parent salutation,
Legal Forename Legal Surname – Tutor Group
Attendance Percentage %

I am writing to express my concern at [name's] recent high levels of absence from school.
Falling below 97% attendance will likely have an impact on [his/her] academic achievement.

Our pupils' welfare is of paramount importance to us at Grace and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Any further absences from school may be unauthorised without medical evidence. Therefore, if your child has time off school, please ensure that they bring medical evidence on their return.

If there are any issues that we, as an Academy, need to be aware of, please contact me to discuss the content of this letter at the following email address [insert HOY email]

Yours sincerely,

[Name]
Form tutor

Attendance and Children Missing in Education Policy

Letter 2

Parent Salutation
Address Line
Coventry
Postcode

Date

Dear Parent salutation,
Legal Forename Legal Surname – Tutor Group
Attendance Percentage %

I am writing to express my concern at [name's] recent high levels of absence from school.
Falling below 95% attendance will likely have an impact on [his/her] academic achievement.
Our pupils' welfare is of paramount importance to us at Grace and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Any further absences from school is likely to be unauthorised without medical evidence.
Therefore, if your child has time off school, please ensure that they bring medical evidence on their return.

If there are any issues that we, as an Academy, need to be aware of, please contact me on the below email address [insert HOY email]

Yours sincerely,

[Signature]
Head of Year [insert number]

Attendance and Children Missing in Education Policy

Letter 3

Parent Salutation
Address Line
Coventry
Postcode

Date

Dear Parent salutation,
Attendance Percentage %

I am writing to express my concern at [name's] recent high levels of absence from school.

Falling below 93% attendance will likely have an impact on [his/her] academic achievement.

Our pupils' welfare is of paramount importance to us at Grace and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Any further absences from school is likely to be unauthorised without medical evidence. Therefore, if your child has time off school, please ensure that they bring medical evidence on their return.

In line with our attendance policy, and the local authority's code of practice, if attendance does not improve you will be referred to our attendance officer for an Attendance Improvement Meeting (AIM), you may also be contacted by the local authority and legal action may be taken.

If there are any issues that we, as an Academy, need to be aware of, please contact me to discuss the content of this letter at the following email address [insert HOKS email]

Yours sincerely,

[Name]

**Head of Key Stage
Assistant Principal**

Attendance and Children Missing in Education Policy

Letter 4

Parent Salutation
Address Line
Coventry
Postcode

Date

Dear Parent salutation,
Legal Forename Legal Surname – Tutor Group
Attendance Percentage %

We are concerned about [student name]'s attendance.

Falling below 90% attendance will likely have an impact on [his/her] academic achievement, with this in mind, it has been arranged for you to attend an Attendance Improvement Meeting (AIM) with myself on [day, date] at [time].

Our pupils' welfare is of paramount importance to us at Grace and we believe that regular attendance throughout the year is essential for their success and fulfilment.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Any further absences from school will be unauthorised without medical evidence. Therefore, if your child has time off school, please ensure that they bring medical evidence on their return.

In line with our attendance policy, and the local authority's code of practice, if attendance does not improve you will be contacted by the local authority and legal action may be taken.

If there are any issues that we, as an Academy, need to be aware of, please contact me to discuss the content of this letter at the following email address [insert email]

Yours sincerely,

Michele Coleman
Attendance Officer

Attendance and Children Missing in Education Policy

Letter 5

Parent Salutation
Address Line
Coventry
Postcode

Date

Dear Parent salutation,

Legal Forename Legal Surname – Tutor Group

Attendance Percentage %

We are seriously concerned about [student name]'s attendance.

Falling below 85% attendance will likely have a significant impact on [his/her] academic achievement. With this in mind, it has been arranged for you to attend an Attendance Improvement Meeting (AIM) with a member of the Academy Leadership Team to discuss ways we can assist with supporting you and improving your child's attendance.

This meeting has been arranged for [day, date] at [time].

Our pupils' welfare is of paramount importance to us at Grace and we believe that regular attendance throughout the year is essential for their success and fulfilment. An attendance of 85% or below means that your child has missed 29 days or more of their education which equates to at least 145 hours of learning missed.

We want to make sure that we can support [name's] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Any further absences from school will be unauthorised without medical evidence. Therefore, if your child has time off school, please ensure that they bring medical evidence on their return.

In line with our attendance policy, and the local authority's code of practice, if attendance does not improve you will be contacted by the local authority and legal action by way of a fixed penalty notice may be taken.

If there are any issues that we, as an Academy, need to be aware of, please contact me to discuss the content of this letter at the following email address emilywheller@graceacademy.org.uk

Yours sincerely,

Emily Wheller
Vice Principal

Attendance and Children Missing in Education Policy

Letter 6

Parent Salutation
Address Line
Coventry
Postcode

Date

Dear Parent salutation,
Legal Forename Legal Surname – Tutor Group
Attendance Percentage %

We are incredibly concerned about [student name]’s continual low attendance.

Falling below 50% attendance means that your child has become a **severe absentee**. Government guidance advises that “concerted effort is therefore needed across all relevant services to prioritise” these students. This support can include, but is not limited to, family support, the use of a reintegrated timetable to encourage a phased return to full-time education and mentoring from their form tutor, head of year and attendance office.

Being a severe absentee will likely have a huge impact on your child’s academic achievement. With this in mind, it has been arranged for you to attend a meeting with myself to discuss ways we can assist with supporting you and improving your child’s attendance.

This meeting has been arranged for [day, date] at [time].

Our pupils’ welfare is of paramount importance to us at Grace and we believe that regular attendance throughout the year is essential for their success and fulfilment. An attendance of 50% or below means that your child has missed 97 days or more of their education which equates to at least 485 hours of learning missed, or three full terms.

We want to make sure that we can support [name’s] education in the best way possible, including looking into how we can help [him/her] to address gaps in learning due to absence.

Any further absences from school will be unauthorised without medical evidence. Therefore, if your child has time off school, please ensure that they bring medical evidence on their return.

Attendance and Children Missing in Education Policy

In line with our attendance policy, and the local authority's code of practice, if attendance does not improve you will be contacted by the local authority and legal action by way of a fixed penalty notice may be taken.

If there are any issues that we, as an Academy, need to be aware of, please contact me to discuss the content of this letter at the following email address emilywheller@graceacademy.org.uk

Yours sincerely,

Suzie Scott
Family Support Worker

Appendix A- Attendance leaflet for parents

The Education Act 1996 states that all children should attend school regularly and punctually.

"If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school his/her parent is guilty of an offence"

Expectations are that a child will have attendance of at least 97%.

Regular attendance will help your child to:

- Keep up with their work and achieve the best results possible
- Feel confident and ready for the future
- Get a job, as employers want people who are reliable and punctual
- Increase the opportunities available to them after school



If you require further information, please contact:
The Academy Attendance Office

By phone on:
02476 589050

By email on:
absencegac@graceacademy.org.uk

Limitless POTENTIAL

Intentional EXCELLENCE

Mutual RESPECT

Genuine INTEGRITY

Amazing GRACE



**Attendance
at
Grace Academy
Coventry**



A guide for parents

Regular attendance will help your child make the most of the opportunities at Grace Academy. This guide answers the most frequently asked questions about how you can support your child.

Attendance and Children Missing in Education Policy

<p>1. When does my child need to be in the Academy?</p>	<p>4. What reasons will the Academy accept for absences?</p>	<p>8. Can we take family holidays during term time?</p>
<ul style="list-style-type: none"> • Years 7, 8, 9, 10 and 11 should be at the Academy in line ups by 8.20am • Post 16 should be at the Academy before 8.30am 	<ul style="list-style-type: none"> • Illness that would prevent a student from being able to attend school and engage in education. (If you're not sure, send your child to school and we will send them home if they're too unwell) • Emergency dental/medical appointments only <p>All routine appointments should be after Academy hours or during the holidays. Only half a days absence will be permitted for such an appointment unless it can be proved that the treatment takes longer.</p>	<p>Family holidays will not be authorised and unauthorised absence from the Academy will lead to a Fixed Penalty Notice being issued- a £60 fine. The Principal cannot authorise any periods of leave during term time unless there are exceptional circumstances. If you need to request permission for your child to be absent from the Academy you must complete the Absence Request Form and return it to reception, with supporting evidence, with at least two weeks notice. .</p>
<p>2. What happens if my child is late?</p>	<p>5. What is an unacceptable reason for absence?</p>	<p>9. What can I do to encourage my child to attend the Academy?</p>
<p>Pupils who arrive late to school will receive a late stamp and will be expected to stay for up to 20 minutes detention at the end of the school day on the same day. Students who arrive after 08:50am will be given a one hour detention. Students will receive a U code (an unauthorised absence code) if they arrive after 9:30am which can lead to a Fixed Penalty Notice. Students will be asked for their reason for lateness. If you know your child is going to be late please contact the Academy to alert us of the situation.</p>	<p>The Academy will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after other siblings. This is <u>unauthorised absence</u>.</p>	<p>Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that they leave home in the correct uniform and are properly equipped. Show your child your interest and that you value their education. Attendance can be checked on Go4Schools.</p>
<p>3. Does the Academy need letters explaining my child's absence or will a phone call do?</p>	<p>6. Will the Academy contact me if my child is absent?</p>	<p>10. My child is trying to avoid attending the Academy. What should I do?</p>
<p>We expect parents/carers to telephone the Academy every day of absence, giving a reason for the absence. The Academy requires contact from you in the event of any absence. If there is no contact we will telephone or email you, asking for an explanation of absence. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence. An accumulation of unauthorised absence may lead to prosecution for non-attendance. Once attendance drops below 95%, we will require medical evidence to authorise any absences.</p>	<p>If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.</p>	<p>Contact their form tutor or call the main reception immediately and they will direct you to the appropriate member of staff to discuss your concerns. Your child could be avoiding attending for a number of reason: difficulties with their school work, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend the Academy and work together to tackle the problem and support their return to the Academy.</p>
	<p>7. Role of the Local Authority</p>	
	<p>Grace Academy works closely with the local authority and informs them about any significant attendance concerns.</p>	