



NOTTINGHAM GIRLS' ACADEMY



Attendance and Punctuality

**Important information for
Students, Parents and Carers**

July 2018



Introduction

At the Nottingham Girls' Academy we believe it is vitally important for students to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage students to become responsible and resilient individuals, which will serve them well in their future working lives.

Standards

At the Nottingham Girls' Academy we;

- expect every student to attend school for **at least 96%** of the time.
- expect students to arrive on time **every day**.
- will support parents in their legal responsibility to ensure their child attends school regularly and punctually.
- believe family holidays should **not** be taken during term time. We will not authorise requests for holidays during term time, unless in exceptional circumstances.

Parents should contact us by telephone on the first day and each subsequent day of their child's absence. The academy should be informed of any planned absence in advance, this includes unavoidable medical appointments during the school day.



Policy and Procedures

Recognising Good Attendance and Punctuality

At the Nottingham Girls' Academy we use a range of measures to praise and reward students who meet their attendance and punctuality targets. This will include achievement assemblies, certificates, Build House points and entry into prize draws.



Addressing Poor Attendance

At the Nottingham Girls' Academy we work diligently to help students attend well. We will communicate regularly with parents and always provide support to overcome barriers to good attendance.



We will also involve our Education Welfare and Parental Liaison Officer to work with families when attendance falls to unacceptable levels. Any student whose attendance falls below 90% and fails to meet interim thresholds throughout the year, is likely to become a **Persistent Absentee (PA)**. In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a GP appointment card or letter.

Students in this attendance category will be monitored closely by our Education Welfare and Parental Liaison Officer, Wendy Chapman, who will conduct regular home visits and hold meetings with parents. Should there be no further improvement in attendance, we will seek intervention from the Education Welfare Service and ultimately pursue court action.

Please refer to the Attendance Bands on the next pages to identify the different stages of action should your child's attendance fall below our expectation. Please be aware that the percentage values are for guidance only and a student can be 'fast-tracked' to any stage as is deemed appropriate.

Holidays in Term Time

At the Nottingham Girls' Academy we believe family holidays should **not** be taken in term time. We will not authorise any holidays, unless in exceptional circumstances. Penalty notices will be issued, under the provisions of the Education Act (Section 444), where unauthorised holidays are taken.

Punctuality

It is the responsibility of parents to ensure that their child attends school every day and on time. Students who arrive late to school, without good reason, will be set a break/lunch detention. If a student does not attend this detention then it will be escalated to an after-school detention.

Our Year Teams will work with parents to overcome barriers which prevent students arriving on time. If punctuality problems persist we may involve our Attendance Team, who may issue a penalty notice for persistent lateness under the provisions of the Education Act (Section 444).

Students should be on the academy site by 8.35am every day.



Attendance Bands

Band 1

Green (Rewards and recognition)

**96%
Above**

If your child attends school above 96% of the time they will receive regular positive recognition, a range of rewards and above all the best opportunity to achieve academic success.

Band 2

Amber 1 (Contact home)

**95%
to
93%**

If your child's attendance falls into this band their Year Team will contact you to discuss any barriers to good attendance and offer support to improve attendance. If attendance continues to fall then a letter will be sent home.

Band 3

Amber 2 (Attendance concern meeting)

**92%
to
90%**

If your child's attendance falls into this band, a letter will be sent inviting you to an Attendance Concern Meeting with the Year Team. At this meeting barriers to good attendance will again be discussed, improvement actions agreed and attendance targets set. This is the final opportunity to demonstrate an ability to improve attendance before moving towards the prosecution stage.

Band 4

Red 2 (Local Authority pre-prosecution meeting)

**Below
90%**

If there are no improvements within the timescale agreed at the Academy Attendance Panel Meeting, a pre-prosecution panel meeting with the Authority Attendance Service will be conducted. Final targets for improvement will be set and prosecution procedures explained. If the final targets are still not met then the Authority Attendance Service will move to prosecute.

Additional Information

Unavoidable Absence

Absences which are considered **unavoidable** may be **authorised** by the Nottingham Girls' Academy. These include:

- General illness, unless your child is classed as a **Persistent Absentee**.
- Attending a religious festival or ceremony with family.
- An emergency medical or dental appointment that could not be made outside of school hours.
- Being in hospital or having hospital treatment.
- Attending a funeral with family.
- Attending an interview for a job or place at a college.
- Taking part in a public performance or an examination.

Please inform the academy on the first day and each subsequent day of absence.

Avoidable Absence

Absences which are considered **avoidable will not be authorised** by the Nottingham Girls' Academy. These include:

- Trivial illness or looking after an ill relative.
- Looking after the house or waiting for workmen/deliveries etc.
- Holidays in term time.
- Looking after brothers or sisters, including dropping them off at school or nursery.
- Helping with housework or a family business.
- Being unhappy or not getting on with others at school.
- Being up late the night before.

We are keen to work with you and to support you and your child. If there is anything we can do to help you, please do not hesitate to contact us.

Contacting Us

Address: Nottingham Girls' Academy
Robins Wood Road
Aspley
Nottingham
NG8 3LD

Telephone: (0115) 748 3410

Email: admin@nottinghamgirlsacademy.org

Website: www.nottinghamgirlsacademy.org

Follow us on Twitter: [@NottmGirlsAcad](https://twitter.com/NottmGirlsAcad)

To report a student absence call:
(0115) 748 3410 then Option 1

Education Welfare and Parental Liaison Officer
Mrs W Chapman

Head of Year (HoY) Contact Details:
Year 7: Mrs A Kotze