



Attendance is everyone's business

Attending school is an important part of giving children the best possible start in life.

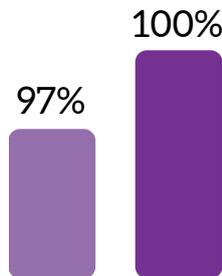
Support your child to achieve exceptional attendance by:

- Having a regular bedtime and morning routine.
- Preparing for the morning by packing a bag the night before and setting out the correct uniform.
- Talking together about the benefits of education and gaining good qualifications.
- Arranging routine medical appointments, outings and holidays out of school hours and providing evidence to the academy.
- Talking to your child's Head of Year if there are any concerns or anxieties as soon as you can.
- Working with your child to develop healthy hygiene practices to enable them to attend every day.



In School, On Time.

We expect all students to achieve at least 97% attendance and strive to achieve 100%



Days off cost grades



Poor Attendance = Reduced chances in life

What do we ask you to do?

- Ensure your child attends school every day on time.
- Make sure your child is wearing the correct uniform.
- Contact the academy straight away if there are any issues with attendance.

Absences Procedure

If your child is ill and unable to attend school, a parent/carer must telephone the Main Office before 8:15am, on every day of absence. The absence line is: 0115 7483410, option 1.

Daily Absence Check

Each day registers will be checked and if a student is absent and no communication has been received from yourself, then a phone call will follow from your child's Year Team.



What happens if your child does not attend school?

If a student is absent from school for 10 unauthorised sessions, over a rolling 10 school week period, then we can ask for a Penalty Notice to be issued. A school day is made of 2 sessions - am and pm. Or in other words: 1 day of absence = 2 sessions of absence.

Penalty Notices

The first time a referral is made for a Penalty Notice for term time leave or irregular attendance, the amount would be £160 per parent per child if paid within 28 days, reduced to £80 per parent per child if paid within 21 days.

The second time a referral is made for a Penalty Notice, the amount would be £160 per parent per child, with no provision for reduction.

The third time a referral is made for a Penalty Notice for term time leave or irregular attendance, a Penalty Notice will not be issued and the case presented straight to Magistrates' Court.

Any legal proceedings would relate to section 444 or 444(1A) of the Education Act 1996. Magistrates' fines can be up to £2500 per parent per child, and cases found guilty in Magistrates' Court can show on the parents future DBS certificate due to a 'failure to safeguard a child's education'.

Medical Absence

If a student 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 screen shot of the appointment sent to the Education Welfare Officer (Mrs J Steeples) at: jsteeples@nottinghamgirlsacademy.org

Impact on Learning

Pupils that are persistently absent (PA) (below 90% attendance) still only have a 36% chance of getting 5 GCSEs at grade 4 or above including English and maths

Days absent	Risk of PA
1 - 9 days	LOW
10 - 14 days	MEDIUM
15 - 18 days	HIGH
19 days+	PERSISTENT ABSENTEE

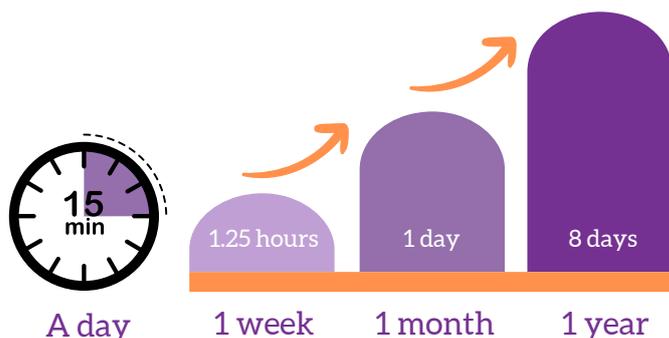
Family Holiday

We support the government's stance on trying to reduce the amount of school missed due to holidays and we hope that you will continue to support us by not planning a leave of absence during term time. Leave will not be granted for family holidays unless under exceptional circumstances. Requests for leave of absence must be made directly to the Principal. These can be found on the NGA website [here](#).

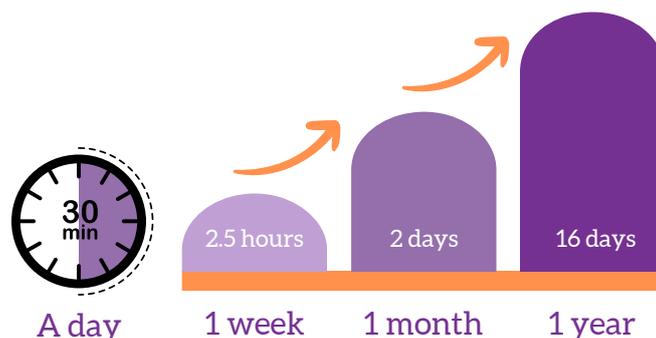


www.nottinghamgirlsacademy.org/attendance

In School, On time.



Every minute counts.



We want to work with you

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