



# NOTTINGHAM GIRLS' ACADEMY

*We believe in creating a community empowered with the qualities, skills and qualifications to enter the next phase of life with confidence and ambition.*

**Principal:** Mr D Tungate  
**PA to the Principal:** Mrs H Thornton/Ms M Brown

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Dear Parents and Carers,

## Re: Attendance and Punctuality

As you will already know, good attendance is a key foundation of achievement in school and as such we take attendance and punctuality very seriously. We are fortunate to work with the overwhelming support of parents who ensure that their children come to school every day. We know that students enjoy coming to school because they feel safe, well supported and they benefit from high quality teaching and important opportunities to socialise with their peers. However, we must all continue to recognise the real impact of poor attendance. As you will see from the table below, increasing absence from school leads to a significant deficit in learning time.

*The amount of learning time that is lost at different stages of absence over a school year:*

Attendance (%)	Days absent	Weeks absent	Hours of learning missed
95%	9 days	2 weeks	<b>45 hours</b>
90%	19 days	4 weeks	<b>95 hours</b>
85%	29 days	6 weeks	<b>145 hours</b>
80%	38 days	8 weeks	<b>190 hours</b>
75%	48 days	10 weeks	<b>240 hours</b>
70%	57 days	11.5 weeks	<b>285 hours</b>
65%	67 days	13.5 weeks	<b>335 hours</b>

As we draw an end to this academic year, we would like to remind you of our expectations, for the next academic year ahead, when your child is absent from school, or if you wish to take leave of absence in term time.

### Absences Procedure

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

### 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. Please note all contact numbers that have been provided to the school will be used and a message will be left where necessary. We request that you return any calls as soon as possible to ensure we are able to safeguard all students at all times.

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## Welfare checks

A member of your child's year team or another member of the safeguarding team may call at your home to discuss your child's absence if there is concern regarding attendance or the reason given for absence is not acceptable. This visit may be carried out unannounced.

## Penalty Notices

Changes to the national threshold for Penalty Notices will come into force in September. This means that 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. That means 5 days of unauthorised absence in a 10-week period could result in a penalty notice. It is also important to note that being late to school in the morning (after 9.15am) falls under the unauthorised absence category and will be recorded as 1 session of absence.

### 5 consecutive days of term time leave

Penalty Notice Fines will be issued for Term Time leave of 5 or more consecutive days, inset training days are school days and can be included in the 5 or more consecutive days where there was intent to be absent for term time leave.

### 10 sessions of unauthorised absence in a 10-week period

Penalty Notice fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period

Please note.

- Penalty Notices are a fine of £160 if paid within 28 days, £80 if paid within 21 days.
- Any second Penalty Notice issued to the same parent for the same child within a rolling 3-year period will be charged at the higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- There is a national limit of 2 penalty notices to be issued to a parent for the same child within a rolling 3-year period, so at the 3<sup>rd</sup>, or subsequent offences, another tool will need to be considered such as prosecution or another attendance legal intervention.
- Fines are paid to the local authority – the academy does not receive that money.

## 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](mailto:jsteeples@nottinghamgirlsacademy.org) will suffice, and this should be shared with the student's Form Tutor. All students must sign out with a sign out card from their HoY/DHoY when leaving school, stating the reason for leaving. When the student returns from the appointment, they must report back immediately to reception to sign in. Students must be collected by a parent/carer from reception unless contact has been made giving specific permission to leave school unaccompanied.

## Religious Observations, Funerals, and familial commitments

Please inform the relevant Year Team, or our attendance team. This ensures we will know where your child is and there will be no necessity to disturb your day.

## Family Holiday

I realise that the vast majority of parents do not take family holidays in term time as they recognise the significant impact this can have on their child's education. 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

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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](#). Mr Tungate will then determine the response to the request. When a leave of absence has not been authorised, and if the absence exceeds a certain number of days, a referral will be made to Nottingham City Council for a Fixed Penalty Notice to be issued.

Any referrals to the Education division, Education Welfare & EOTAS service for consideration of further action could result in a Penalty Notice, payable direct to the Local Authority. If the Penalty Notice is not paid within 28 days, the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.

### **Persistent Absence**

We review student attendance and punctuality on a regular basis, whether it be authorised or unauthorised absence. If a student's attendance falls below 95%, we will put interventions into place to support parents/carers and students so that school attendance improves. Our intention will always be to work in partnership with parents in the interests of their child. The interventions that we put into place may take the form of letters, phone calls and meetings, depending on the level of concern. If these interventions fail and attendance continues to fall, we will refer the case to the Local Authority Education Department for them to consider legal action.

The pathway of support and intervention is below, we will endeavor to support every child's attendance, that support will only work if it is triangulated by school, parent/carer, and the child. At any point a parent/carer meeting can be requested.

### **Support and Intervention pathway:**

**97%** Contact will be made from the Year Team.

**95%** Attendance falling to or below - Falling Attendance letter 1 sent out to parents / carers.

**93%** Attendance falling to or below - Falling attendance letter 2 sent to parents / carers.

**90%** Attendance falling to or below - Persistent absentee letter is sent to parents / carers.

**87%** Attendance falling to or below - Parents invited into school for attendance meeting.

Once parents have been invited in for attendance meetings their child will be monitored, and a review meeting will be held every 2-3 weeks with parents until an improvement is seen.

### **Punctuality**

We have a culture of excellent punctuality, and we appreciate the steps that all of our parents take to get their children ready to learn in the morning. Arriving late to school or lessons is not acceptable; being late means lost learning time, it is disruptive for other students, and it will lead to school sanctions in accordance with our behaviour policy.

If, for whatever reason, you know that your child will be arriving late please contact the school. A student arriving late to school must sign in at reception. If a student arrives late without a valid reason for which an exception can be considered, they will be given a sanction in accordance with the behaviour policy.

Maintaining good attendance is a team effort and will be made possible through effective home-school partnership. We know that the vast majority of our parents understand the importance of their children being in school, and we are grateful for your ongoing support.

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Minutes late per day	Loss of learning time over the year	Impact on attainment
5 minutes late each day	3 days loss of learning	Less chance of success
10 minutes late each day	6.5 days loss of learning	
15 minutes late each day	9.5 days loss of learning	Serious impact on education and reduced career chances
20 minutes late each day	13 days loss of learning	
25 minutes late each day	16 days loss of learning	

Please ensure that your child is in school every day next year as excellent attendance leads to excellent results.

There is evidence which suggests that children who miss days 2, 3 or 4 days of the new term for unauthorised reasons have a predicted overall attendance for the year of only 55%, as it tends to indicate that parents who are willing to do this don't place a high value on education or prioritise attendance. We want to reduce the chance of this happening by working with you and your child to remove any barriers that they might face, and making sure holidays are taken out of term time, as we have 13 weeks' worth of holiday to take them in.

If you would like to view the full attendance and punctuality policy, it can be found on our website [here](#).

Days Absent	Risk of PA Level
1	Low (Risk of PA)
2	Low (Risk of PA)
3	Low (Risk of PA)
4	Low (Risk of PA)
5	Low (Risk of PA)
6	Low (Risk of PA)
7	Low (Risk of PA)
8	Low (Risk of PA)
9	Low (Risk of PA)
10	Moderate (Risk of PA)
11	Moderate (Risk of PA)
12	Moderate (Risk of PA)
13	Moderate (Risk of PA)
14	Moderate (Risk of PA)
15	High (Risk of PA)
16	High (Risk of PA)
17	High (Risk of PA)
18	High (Risk of PA)
19	Persistent Absentee

100-98%	Excellent - Children are accessing all learning opportunities
97-96%	Good - Very few learning opportunities are missed
95-94%	Risk of underachievement. Up to 10 days absent in an academic year
93-92%	High risk of underachievement. Up to 15 days absent in an academic year
91-90%	Severe risk of underachievement. Up to 19 days absent in an academic year
90%	Extreme risk of underachievement. Up to 22 days absent in an academic year

Yours sincerely

**Mrs J Steeples**  
Education Welfare Officer

**Mrs Turner-Ramadan**  
Assistant Principal

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