



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.*


Executive Principal: Mr D Tungate
PA to the Executive Principal: Ms M Brown

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Dear Parent and Carers

Re: Attendance and Punctuality

I am writing to inform you that that we have received a number of leave of absence requests for either the end of July or the beginning of September. I must remind parents and carers that at Nottingham Girls' Academy, we believe family holidays should not be taken during term time.

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. We will not authorise requests for holidays during term time and will consider issuing parents Penalty Notices if holidays or other unauthorised leave of absence is taken. Taking your child out of school for a length of time is detrimental to their progress and potentially puts their school place at risk due to the length of absence.

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.

It is also important to warn you that 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.

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- We strive to fulfil everyone's learning potential. • We value high standards, hard work and a ceaseless desire to improve.
 - We provide a safe, kind, nurturing and inclusive environment. • We enjoy the journey together.



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 3rd, 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.

The impact that having time out of school can have on your child's attainment.

- Pupils that have **severe absence** (below 50% attendance) only have a 5% chance of achieving 5 GCSEs at grade 4 or above including English and maths.
- Pupils that are **persistently absent** (below 90% attendance) still only have a 36% chance of getting 5 GCSEs at grade 4 or above including English and maths.
- Whereas pupils who are **rarely absent** (above 95%) have a 78% chance of 5 GCSEs at grade 4 or above including English and maths.

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

I am sure that you will continue to support Nottingham Girls' Academy in ensuring that your child continues to attend school regularly. If you have any questions or need any support regarding attendance, please do not hesitate to contact the pastoral team or Mrs J Steeples, we are happy to help.

Kind regards,



Mrs J Steeples
Education Welfare officer
Nottingham Girls' Academy

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