NOTTINGHAM GIRLS' ACADEMY



# Attendance and Punctuality

## Important information for Students, Parents and Carers

**September 2026**

# 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 97%** of the time. This equates to a maximum of **5 days** off due to illness.
- 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 Attendance 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 Officer, Joanne Steeples, 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 page 6 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. For more information,

please see our NGA Attendance Policy which outlines more details about our attendance procedures or contact Mrs J Steeples at school.

## 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. Parents/Carers need to complete the NGA Absence Request Form which can be found on our website here and emailed to Mrs J Steeples jsteeples@nottinghamgirlsacademy.org

We would like to bring to your attention the national threshold for Penalty Notices. If a student is absent from school for 10 unauthorised sessions, (a school day is made of 2 sessions - am and pm) 2 sessions = 1 day.

These 10 sessions are over a rolling 10 school week period, if this happens, you are liable to be fined. Late to school is record as an unauthorised 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

- Penalty notice charges £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 being charged at a higher rate of £160 with no option for this second offence to be discharged at the lower rate of £80.
- 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.

# 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 15-minute Same Day afterschool Detention (15SDD). If a student does not attend this detention, then it will be escalated to a 30SDD.

Our Year Teams will work with parents to overcome barriers which prevent students arriving on time.

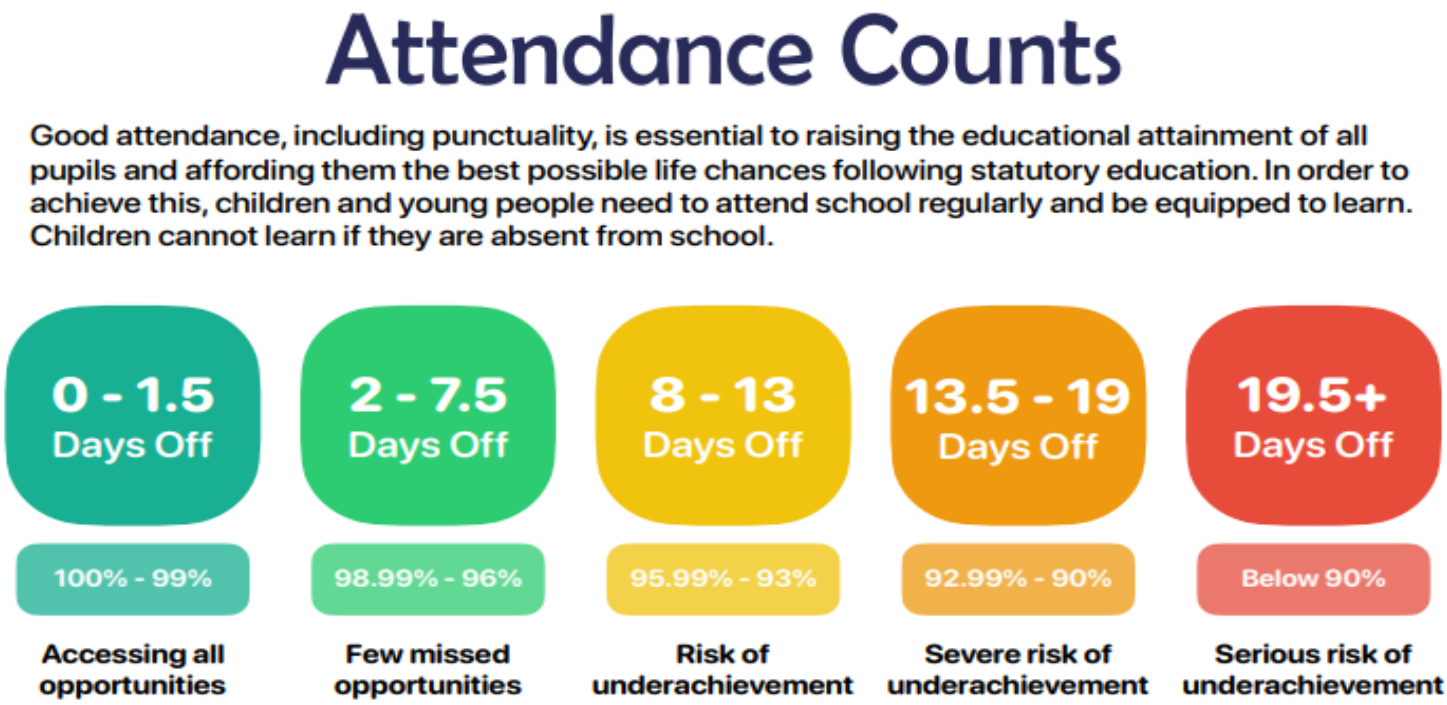
In addition, there is a Late Stage 1, Stage 2, Stage 3 punctuality process in place for those pupils who are consistently late. This can result in a pupil having a 60-minute same day detention.

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




**97% Above**

**Band 1 – Green (Rewards and recognition)**

If your child attends school above 97% 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 – Risk of under achievement**
**Amber 1 (Contact home)**

**96% to 95%**

If your child's attendance falls between 97% and 96%. The 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 falling attendance letter will be sent home. Your child's attendance will be monitored for two weeks and then reviewed. You will be informed of our findings through a letter. (Falling attendance letter 2 or improvement letter).

**Band 3 – Severe risk of under achievement**
**Amber 2 (Attendance concern meeting)**

**96% to 90%**

If your child's attendance falls between 96% - 90%, a letter will be sent inviting you to an Attendance Concern Meeting with the Year Team.

- You will have had the following letters and will also be invited into school for a pupil support meeting.

- Falling attendance letter 1
- Falling Attendance letter 2
- Parent phone call by year team over attendance concerns (meeting if required).

# Attendance Counts

Good attendance, including punctuality, is essential to raising the educational attainment of all pupils and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn. Children cannot learn if they are absent from school.




## Band 4 – Extreme risk Court Action
## Red 1 (Local Authority pre-prosecution meeting)

**Below 90%**

If your child's attendance continues to decrease 90% and below, they will then be classed at persistently absent. The school will continue to support with the following.

- Persistently absent letter sent.
- Parents invited into school for an attendance meeting to discuss concerns.
- Pupil individual plan developed, and attendance contract signed by parents and students.
- Review meeting every 2-3 weeks.
- JST to meet with student weekly to support with attending school at home or in school.
- Outside agency involvement
- Request meeting with EWO (city council)
- Follow process for penalty fine.

## Band 4 – Extreme risk Court Action
## Red 2 (Local Authority pre-prosecution meeting)

**Below 50%**

If your child's attendance continues to decrease below 50%, they will be classed as Severely Absent. The school will continue to support with the following.

- JST to meet with student weekly to support with attending school at home or in school.
- Further Outside agency involvement
- More frequent home visits with EWO (city council)
- More frequent meetings with EWO (city council)
- Continue to follow the process for fixed term penalty notices.

# Illness Guide for Parents

On the occasions that your child is feeling unwell, it can sometimes be challenging to know whether your child is well enough to attend school or whether their illness may spread to others. Please use the simple guide below to assess whether your child is able to come to school.



## Come to School

Please send your child to school if they are experiencing any of the following:

- Sore throat
- Cold
- Cough
- Feeling tired
- Hay fever
- Achy or sore limbs

Children can still take part in learning when experiencing any of the above. Give them medication if you feel they need it at the beginning of the day.

Their teacher will be available for your child to speak to if they are feeling unwell. We have first aiders on-site for support.

School will always contact you if your child is ill during the school day.



## Come to School, But Let us Know

Please send your child to school and inform the office if they are experiencing one of the following:

- Headache
- Feeling sick
- Stomach ache
- Ear ache
- Toothache
- Experiencing feelings of anxiety
- Twisted, sprained or broken limbs

Children can still take part in learning when experiencing the above. Give them medication if you feel they need it at the beginning of the day.

Children can often feel anxious (e.g. worries about class work or possible sanctions) however, we have a highly-skilled learning mentor team in place and we want children to be resilient and overcome these feelings so that they are happy at school. If children are kept at home, these small anxieties may 'snowball' into a larger issue.

**Attendance Matters**



## Stay at Home

Unfortunately, there are some rare instances when your child will be too unwell to attend school due to an illness or injury. In the following instances, please keep your child at home:

- Temperature over 38°
- Sickness and diarrhoea
- Contagious illness (e.g. chicken pox, impetigo)
- Operations/medical treatments

Medical evidence should be provided to school wherever possible to ensure that the absence is authorised.

If your child is sick or had diarrhoea, they need to stay at home for 48 hours to stop their bug from spreading to others.

Should your child be absent for more than 5 days, we request that you provide supporting evidence from a medical professional.

Please call or text the school office as soon as possible if your child is not well enough to attend school that day.

# 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 X: @NottmGirlsAcad

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

**Academy Attendance & Education Welfare Officer**
Mrs J Steeples

**Senior Attendance Champion**
Mrs K Castledine-Casey

**Designated Safeguarding Lead**
Mrs W Chapman

**Head of Year (HoY) Contact Details:**

**Year 7:** Mrs S Watson
**Year 8:** Mrs B Asher
**Year 9:** Mrs A Kotze
**Year 10:** Miss Gascoyne
**Year 11:** Miss B Oakes
**Sixth Form:** Miss Richardson