



10 August 2018

Dear PARENT

RE: Bulwell Academy's Attendance Procedures for 2018 – 2019

NAME'S attendance last year: aTT %

95% and above - Excellent On or above national expectation	92% - 94.9%– Room for improvement Below national expectation	91.99% and below - Poor Well below national expectation – urgent attention required
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I would like to share with you how the school's attendance measured up in comparison to the National Targets at the end of 2017/18 Academic year. Whole school attendance ended at **92.5%**

In order to improve outcomes for all students by ensuring good attendance the Bulwell Academy have set out clear expectations for the next Academic year around attendance, punctuality, leave of absence in term time and health appointments. These expectations are as follows:

School attendance:

- It is the legal responsibility of all parent / carer to ensure their child attends school 'Every Day'

Section 7 of the 1996 Education Act states that you have a duty to ensure your child (ren) regular attendance. The Local authority now have powers under sections 444, 444A and 444ZA of the Education Act 1996 to bring legal action against parents in order to enforce attendance at school.

- Should your child be unable to attend school then a telephone call should be made by 8.15am to Bulwell Academy's attendance line advising of the reason for absence and an expected return to school date. See below for the Academy's absence line number.
- This should be reported everyday of your child's absence
- At this point Bulwell Academy will decide whether to authorise your child's absence, request further supporting evidence or unauthorise the absence.
- If supporting evidence is not provided then these absences will be logged as unauthorised and used in evidence with any consideration for prosecution.

Attendance absence line: 9647640 option 1
Email: attendance@bulwellacademy.co.uk

Punctuality:

- All students are expected to be in full school uniform and in their lesson by 8.30am - to enable this students should aim to be in school **by 8.20am at the latest.**
- If students arrive after 8.30am they will be required to sign in at the late gate and be logged on the register as "**late**" – this will incur a 30 minute detention that evening which you will receive a text message confirming this.
- Persistent lateness will result in a 60 minute detention.

- In line with the **'Keeping Children Safe in Education Act'** our **Welfare Call** will now be sent to all parents at **9.00am** to alert them that their child has not arrived to school and is currently missing out of education.
- School registers are closed at the end of period 1 so any student arriving after this time will be marked as unauthorised for the morning session.
- If you know your child is going to be late to school then please let the attendance team know so their safe arrival can be monitored.

Leave of absence in term time (LOA):

- Bulwell Academy do not authorise **LOA** requests in term time unless 'Exceptional Circumstances' apply

'Exceptional Circumstance' categories are - all will require supporting evidence

- Close Family Funeral
 - Work will not allow parent's time of in the school holidays
 - Armed Forces families
 - Medical grounds will be considered on a case-by-case basis.
- Any **LOA** needs to be requested in writing and given to the attendance team for consideration **at least 4 weeks prior to the time requested** – forms can be obtained from the attendance team or on our website www.bulwellacademy.co.uk

Health appointments:

- Routine dental or doctors' appointments will not be authorised during the school day.
- However, paediatric, orthodontists or hospital appointments will be authorised with an accompanying appointment letter.
- Wherever possible your child should attend school before or after their appointment – authorisation of a full day's absence will be at the discretion of the attendance team.

Should your child be persistently absent (including punctuality) without good reason then Bulwell Academy reserve the right to pursue prosecution under the Education Act for non-school attendance. Both parents/carers should be mindful that it is their equal responsibility to ensure that their child attends school regularly. Therefore, if prosecution is pursued it will be imposed on both parents/carers in line with this legislation.

Attending school regularly is essential in supporting academic achievement and attainment and it promotes emotional well-being to support your child as they move on to their adult life. If you have concerns around your child's attendance, please do not hesitate to give the attendance team a call and we will endeavour to support in whatever way we can.

For further information and guidance, please visit our website on: www.bulwellacademy.co.uk

Yours sincerely



Sharron Albery
Attendance & Safeguarding Manager