

“Embedding Excellence”



# ATTENDANCE MATTERS 2021 / 2022

Absence Line

0117 440 8900/Option 1

Email:

[hwaabsence@clf.uk](mailto:hwaabsence@clf.uk)

\*Absence Line has a 24 hour answer machine

Version 1: May 2019

This leaflet gives information to parents/carers so they are aware of the need for their child to attend the Academy every day and on time to achieve their best potential. It is important for parents/carers to understand their responsibilities and the consequences of their child having any absences from the Academy.

## Attendance & Punctuality



If a student arrives after the register has been taken they are marked as an unauthorised absence, this affects their attendance record. If a student is late 10 or more times a fine can be imposed to the parents/carers.

### Across an academic year...

5 minutes late means 3 lost days
10 minutes late means 6.5 lost days
15 minutes late means 10 lost days
20 minutes late means 13 lost days
30 minutes late means 19 lost days

Absence	= Attendance	= Lesson missed
10 days	= 95% attendance	= 50 lessons missed
20 days	= 89% attendance	= 100 lessons missed
29 days	= 85% attendance	= 145 lessons missed
38 days	= 80% attendance	= 190 lessons missed
47 days	= 75% attendance	= 235 lessons missed

## Hanham Woods Academy's target for attendance is 96%

Students falling below 96% will be monitored and Academy attendance procedures will begin.

### The procedures are:

1. School Attendance meeting (SAM) held with your Head of House.
2. Review after 4 weeks with your Head of House:
  - *If there is a significant improvement then this supportive stage will continue into a review period*
  - *If there is no significant improvement at this stage then it will proceed to legal attendance procedures.*
3. If no improvement, then you will be invited to an Attendance Panel meeting with the Educational Welfare Officer and Attendance Lead.

At all times throughout these procedures we are looking to support the student and the family to help with attendance and punctuality at the Academy.

Please let us know if your child is worried about anything in the Academy so that we can support them.



Aspire, Believe, Inspire, Achieve

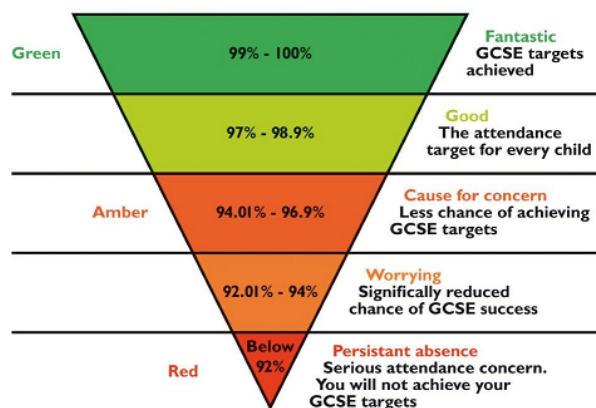
## Why is Good Attendance Important?

Good attendance at school is vital for students to achieve their full educational potential.

This includes:

- Continuity of learning which makes progress and retention easier.
- Improved performance in coursework tasks.
- Continuity of relationships and friendships.
- Good references for further education or employment.
- Good habits are formed for later life.

### Attendance Triangle



## Illness

If your child is unwell and not able to attend the Academy please telephone/email the Academy before 8.30am each morning your child is unwell. **When your child returns to the Academy, please note if you have attended a School Attendance Meeting or Panel meeting then you will be required to send medical evidence to support the absence .**



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## Medical Appointments

We encourage all medical appointments to be taken outside of Academy hours although we do understand that this may be difficult at times. If your child does have a medical appointment during the Academy day, please can you make the appointment very early in the morning or late morning so your child can come in beforehand and return after. Also please provide the Attendance Administrator with a copy of the appointment letter/card.



## Term Time Holidays

Parents/Carers can request to take a student out of the Academy during term time for exceptional circumstances. These absences will be considered by the Principal i.e. Representative Sporting Activities, family funeral. However, holidays during term time will not be authorised.

Holidays will be recorded as unauthorised absence and the Education Welfare Office will be informed.

All students are expected to attend the Academy during examination periods



## Good

**Attendance at the Academy is celebrated with boost points - postcards home and further celebrations throughout the term.**