

“Embedding Excellence”



ATTENDANCE MATTERS 2020 / 2021

Absence Line

0117 440 8900/Option 1

Email:

HWAAbsence@clf.uk

*Absence Line has a 24 hour answer machine

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 100%

Students falling below 96% or with multiple broken weeks will be monitored and Legal Academy attendance procedures will begin.

The procedures are:

1. Pre SAM telephone call with your Head of House
2. School Attendance meeting (SAM) held with your Head of House.
3. 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.*
4. If no improvement, then you will be invited to a Panel meeting with the Educational Welfare Officer and Assistant Principal.

At all times through 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 you child is worried about anything in the Academy so that we can support them.



Aspire, Believe, Inspire, Achieve

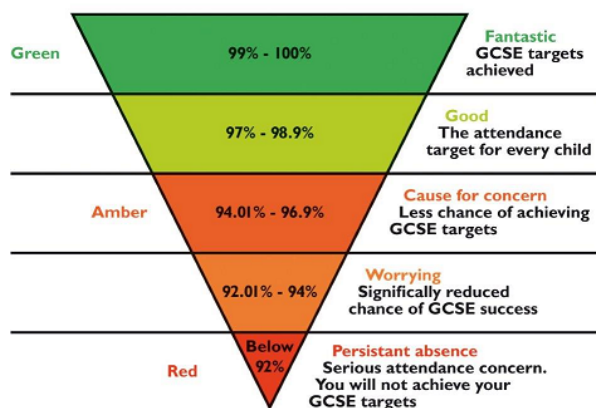
Why is Good Attendance Important?

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. 

If you have informed us your child is unwell you will receive a text to confirm we received your message.

When your child returns to the Academy please send a note of explanation. 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 afternoon so your child can come in beforehand or 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 Officer will be informed.

All students are expected to attend the Academy during examination periods



Good attendance is celebrated at the Academy with house points, postcards home and further attendance celebrations. There will also be house and tutor attendance competitions throughout the academic year.