

February 2014

Dear Parent/Carer

Attendance and Punctuality Policy

The Academy recognises that good attendance is closely linked to attainment. Students who attend regularly are four times more likely to achieve 5 or more good GCSEs than those who don't. The Academy actively promotes good attendance and discourages unjustified absence.

The Academy Attendance and Punctuality policy has recently been reviewed and amended. It has been ratified by Outwood Grange Academies Trust Board. The up-to-date policy is available on the Academy website (www.grange.outwood.com). The main additions to the policy include the Fast Track to Attendance scheme (details below).

The main points in the Attendance and Punctuality Policy are:

- Our Academy attendance target of 95% is the minimum we expect for all students and the Academy will work closely with parents/carers and will support students where necessary to achieve this target.
- Good attendance is recognised and is celebrated in VMGs and individually through awards and certificates and is displayed throughout the Academy.
- Parents/carers should report absence to the Attendance Office as early as possible.
- Students should arrive by 8.20am so they are ready to start learning in period 1 by 8.30am.
- Absence for any reason other than illness should be for unavoidable reason only.
- Leave of absence may only be authorised in exceptional circumstances and parents/carers should make any requests in advance and in writing.
- Individual students' attendance levels are closely monitored and standard letters are sent to parents/carers to highlight concerns and to give parents/carers the opportunity to discuss support for their child's attendance with a member of staff. Attendance will continue to be monitored following this letter.
- Where there is continuing unauthorised absence, the Academy may consider the use of the Fast Track to Attendance scheme:
 - Where attendance fails to improve following initial intervention, parents/carers will be invited to attend a Fast Track Panel meeting after which an action plan will be drawn up aimed at improving the student's attendance and a letter will be sent home explaining the next steps. If insufficient improvement has been made over an agreed period, a review meeting will be held to determine the best course of action. Outcomes could include an extension of the Fast Track process, a referral for further support, a referral for legal action or the issue of a Fixed Penalty Notice which is a fine of £60 per parent/carer for each child if paid within 21 days, rising to £120 per parent/carer for each child if paid between 21 and 28 days.
- As a polite reminder, it is parents'/carers' legal duty to ensure the regular school attendance of their child. Any sanctions imposed by the Academy are intended as a positive measure to improve attendance.

Further information regarding attendance is available on the Academy website or from the Attendance office.

Yours faithfully,



Mrs Janet Levitt
Director of Attendance and Student Welfare