

Attendance Information

- Good attendance will be recognised and rewarded.
- The attendance of students is tracked by your child's Student Support Officer and the Attendance Officer.
- Poor attendance will be investigated and will result in phone calls home, letters home and parental meetings; to arrange information and support around your child's attendance.
- The Local Authority will be informed if attendance fails to improve after Academy contact and support.
- Further information can be found in the TDA Attendance Policy on our website.

Parents/Guardians/Carers:

Ensure that your child leaves home on-time every day so they arrive at the Academy for 8.30am ready for lessons to start at 8.45am.

Provide telephone/written explanations for each of your child's absences.

Do not take your child out of the Academy in term time; book medical / dental appointments outside of school hours and do not take family holidays in term time.

Notify the Academy as soon as problems arise with your child's attendance.

If your child is unable to attend school or is going to be late, you must call the Academy on:

01733 426060

(Pressing the option for the Year you need)

Leaving a clear message giving the students name, tutor group and as much detail as possible for the absence or lateness.

You can also use the

EduLink App

Selecting "Reporting Absences"

no later than 9.15 a.m.

Only parents, legal guardians or carers can call in for absences or lateness.

We require a contact everyday your child is absent or late.



**Thomas Deacon
Academy**

Attendance & Punctuality Matters

Attendance Target for all students is

100%



Curiosity



Commitment



Courage



Compassion



Confidence



Courtesy

Attendance & Punctuality Matters

At Thomas Deacon Academy, attendance and punctuality is a serious matter. We are all working together to ensure that students achieve their maximum academic potential, if your child attends school on-time between 96% - 100%, they have the potential to achieve their best, educationally and socially.

It is also a well established fact that poor attendance and punctuality can have a negative effect on academic progress.

% Attendance	% chance of achieving 9-5 grades
95%	77%
94%	74%
93%	60%
92%	53%
91%	44%

Whilst 90% attendance might sound good.....

90% attendance over 1 year = 1/2 day missed every week

90% attendance over 1 year = 4 missed weeks

90% attendance over 5 years = 1/2 a school year missed.

The Law

The Education Act of 1996 states that it is the legal responsibility of the parent or guardian to ensure that all children between the ages of 5 and 16 years attend school on a regular basis AND on time.

- The law says parents whose children who are of compulsory school age that are absent from school without good reason are committing an offence.
- A fixed penalty notice of £60 or £120 can be issued for persistent absences or lateness to school.
- Fixed penalty notices can lead to prosecution in court and a fine of up to £2,500, a community order or a jail sentence up to 3 months. The court also gives you a Parenting Order.
- You need to be aware that although parents may provide a reason for a child's absence, it is the school who decides if the absence is authorised.
- Schools have to regularly inform the Local Authority of any students who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the Academy's permission.

School Absence Policy

All students should arrive at the Academy for 08.30am ready for lessons to begin at 08.45am.

If your child is unable to attend or is going to be late, it is vital that you call the absence line on **01733 426060** using the option for the Year you need (no later than 9.15 am). Please ensure you leave a clear message giving the students name, tutor group and as much detail as possible for the absence or lateness. You can also use the Edulink App selecting "reporting absences".

- You must make contact every day that your child is absent.
- For absences over 3 days, medical evidence must be provided.
- For all medical appointments, evidence must be provided to your child's Student Support Officer prior to the appointment.
- Medical letters or appointment details should be sent into the Academy for the student's file.

Reminder - although you may provide a reason for the student's absences, it is the Academy who decides if the absence is authorised.