

29 September 2016

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### **RE: Bulwell Academy's Attendance Procedures for 2016 - 2017**

I would like to welcome you and your child to Bulwell Academy at the start of Y7 and inform you of our attendance procedures and the support that is available to you around attendance to school.

In July 2013 we ended the year on 89.7% attendance across Years 7 to 11. I am delighted to say that at the end of July 2016 we ended the year on 93.2% across Years 7 to 11 which is an increase of 3.5%.

Although we have made massive strides towards reaching the government target of students achieving 95% and above (thus ensuring they have the very best opportunity to secure a bright future for themselves) we have not yet reached that target.

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

#### **Non school attendance:**

- It is the legal responsibility of all parents/carers to ensure their child attends school on a **regular basis**. Should your child be unable to attend school then a call should be made before 8.30am to Bulwell Academy advising us of the reason for absence.
- At this point Bulwell Academy will decide whether to authorise the absence or request further supporting evidence.

***Attendance absence line: 9647640 option 1***

#### **Punctuality:**

- All students are expected to be in full uniform and in their lesson by 8.30am at the latest. To enable this students should aim to be in school **by 8.20am**.
- If students arrive after 8.30am they will sign in, be logged as "late" and receive a 15 minute detention that evening which you will receive a text message about. Persistent lateness will result in a 30 minute detention.
- If you know your child is going to be late to school then please let the school know so they are not detained.

**Leave of absence in term time (holidays):**

- Government guidelines state that holidays will not be authorised in school time unless 'exceptional circumstances' can be evidenced.
- Any leave of absence for a holiday should be requested in writing and given to the attendance team for consideration with as much notice as possible.
- If 'exceptional circumstances' are being stated, then supporting evidence will be asked for prior to any decision being made.
- If a request for 'leave of absence' is unauthorised and there is then a decline in your child's attendance which takes them below 90% then these absences will be considered when referring to the Education Welfare Service for a penalty notice or for prosecution.

**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.
- Depending on the type of treatment or the time of the appointment we will make a decision on the absence being authorised for a whole day or for a morning or afternoon mark.

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.

Finally, as Goose Fair approaches we expect full attendance from all students for the 3 school days that the spectacle takes place. The fair runs in the evenings as well as over the weekend so there is no reason for students to miss school.

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](http://www.bulwellacademy.co.uk)

Yours sincerely



Sharron Albery  
Attendance & Safeguarding Manager