

Procedures

- All lessons are registered electronically
- Unexplained absences will be followed up
- The attendance of all students is tracked by the Attendance Leader
- Good school attendance will be recognised and rewarded
- Poor attendance will be investigated and will result in phone calls and letters home
- Parents of students with consistently low attendance may be asked to meet with their child's Head of House
- The Local Authority may be requested if attendance fails to improve after school contact.

If your child is unable to attend school
please call the absence line

01733 426060

(no later than 9.30 a.m.)

and leave a clear message detailing
your child's name, tutor group and
reason for absence.

**We require a phone call in everyday of your
child's absence**



**Every day
matters**

Attendance Target

this year

96%

Why does attendance matter?

At Thomas Deacon Academy attendance is a serious matter. We are all working together to ensure that students achieve their maximum academic potential and it is a well established fact that poor attendance can have a negative effect on academic progress. Good attendance also shows potential employers that your child is reliable.

90% attendance = 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

% Attendance	% chance of achieving 5 A*-C
95	77
94	74
93	60
92	53
91	44

School Absence Policy

All students should arrive at school at 8.35 am ready for lessons to begin at 8.45 am. If your child is unable to attend school, it is vital that you call the absence line **01733 426060** (no later than 9.30 am) and leave a clear message detailing your child's name, tutor group and reason for absence. If your child is not well enough to attend school and the absence is for more than one day please provide a note on their return. For lengthy absences you may be asked to provide a medical note from your Doctor.

Parents

- Ensure that children leave for school on time every day
- Provide written explanation for children's absences from school
- Endeavour not to take children out of school in term time e.g. book medical and dental appointments outside of school hours and avoid taking family holidays in term time
- Notify the school as soon as problems arise with your child's attendance

Examples of authorised absences are:-

- Illness—backed up by a phone call and note
- Funeral / Other family circumstances — backed up by a phone call to school or by prior arrangement with your child's Head of House
- Religious observance — only if authorised by the school prior to the absence period

Call 01733 426060

Examples of unauthorised absences are:-

- Unauthorised family holiday (this may result in a fixed penalty fine), birthdays and family outings
- Refusal by the child to attend school
- The first day of term when there is not an INSET day. All students receive information about term dates and the information is also listed on the school website