

# global academy

## Attendance and Punctuality Matter

**Be present to realise your full potential!**

Global Academy believes strongly in enabling all students to achieve.

We aim to inspire the pupils of today to become the talented and creative leaders of tomorrow.

We expect all parents and carers to support us in achieving this goal.



# OUR EXPECTATION IS **96.5%** ATTENDANCE — FOR ALL STUDENTS —

## EXCELLENT ATTENDANCE!

100% - 97.9% attendance.

## GOOD ATTENDANCE!

97.8% - 95.5% attendance.

## BELOW AVERAGE ATTENDANCE

More than 20 absences a year.  
95.4% attendance.

## CAUSE FOR CONCERN

*46 sessions absence a year:  
90% attendance*

1 day absent = 2 sessions missed

**YOU ARE A PERSISTENT ABSENTEE FROM EDUCATION**



Pupils should be in the  
Academy for:

**8:30AM**

Registration is at:

**8:45AM**

As part of our commitment to improving the attainment of our pupils, we monitor pupil attendance on a weekly basis.

During our regular monitoring of pupil attendance, we identify any pupils whose attendance is a cause for concern. We then issue a formal letter to register concerns with parents.

### DID YOU KNOW FACT...

Just 17 days absence from school a year potentially equals to a drop in a GCSE grade.

# OUR EXPECTATION IS **96.5%** ATTENDANCE — FOR ALL STUDENTS —

Global Academy pupils are expected to attend the school for the full 190 days of the academic year, unless there is a good reason for absence. It is the responsibility of parents and carers to ensure their children attend school regularly and on time.

**Failure to do so is an offence under Section 444-1 of the Education Act, 1966.**

We will always support the process of encouraging good attendance, but ultimately it is the parent/carer's responsibility to achieve it.

Please note that registration is at 8.45am and closed at 9.00am depending on circumstances. **Your child should be in school by at latest 8.30am** to prepare for the academy day. If your child is late after registration closes, they must report to the main reception with their planner and offer an acceptable reason for the lateness, if they cannot do this they will be issued with a late detention.

If your child is absent you must call the Academy on the first day **before 8.00am**, stating the reason why your child is not able to attend. We will then decide whether to authorise the absence or not. If your child is feeling better, as the day progresses, encourage him/her to attend the Academy.

If sickness absence occurs immediately before or after a school holiday/closure please ensure that you provide medical evidence, otherwise this will be recorded as unauthorised and a fine could be issued.

Global Academy has regular communication with the Local Authority. We will monitor pupils if we are concerned about their attendance or punctuality. Pupils will be referred to the Local Authority Attendance Service if there is persistent absence or lateness (this includes holidays in term time and trivial illness). This may lead to legal action being taken against you.

 **0203 019 9000, Option 1**

 **[attendance@globalacademy.com](mailto:attendance@globalacademy.com)**

**global  
academy**

# ARE YOU A PERSISTENT ABSENTEE?



	90% Attendance or below
Half Term 1	7+ sessions (3.5 days absence)
Half Term 1-2 (Autumn Term)	14+ sessions (7 days absence)
Half Term 1-3	20+ sessions (10 days absence)
Half Term 1-4 (Autumn & Spring Term)	25+ sessions (12.5 days absence)
Half Term 1-5	31+ sessions (15.5 days absence)
Half Term 1-6 (Full academic year)	38+ sessions (19 days absence)

## WHAT IS YOUR ATTENDANCE PERCENTAGE TODAY?

- 90% Attendance means that **you** miss one half day of your education every week.
- Over 5 years you will miss about **one half of a school year**.
- If you miss 5 days each term between Year 7 and 11, this is equal to missing **one whole school year**.

# Procedure for attendance and punctuality concerns

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1

Students asked to explain to the Attendance Officer the reason for absence or lateness. The Attendance Officer will monitor attendance and punctuality on a weekly basis.



**NO IMPROVEMENT**

2

If there is no improvement, a formal letter will be sent from Hillingdon Borough Council Participation Team.



**NO IMPROVEMENT**

3

If poor attendance and punctuality continues, a meeting with a representative from the Attendance Service, Progress Leader and Vice Principal for Behaviour and Safety will be arranged and targets with timescales set.



**NO IMPROVEMENT**

4

If absence persists, a formal referral to the Attendance Service will be made where a decision will be made to issue a fixed penalty notice fine, take legal action which could result in a fine of up to **£2500**, or your child could lose their academy place.

# Attending Global Academy every day means:

- 1** Better life chances for your child and preparation for the world of work
- 2** Building lasting and valuable friendships
- 3** *Being able to achieve your child's full potential and access all opportunities*

## Holidays taken during term time : Absence during term time

The Academy will not be authorising holidays and this applies to all year groups, unless there are extraordinary situations. Parents who need to take their child out of the Academy during term time, due to exceptional circumstances, must send a written request to the Principal. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

All requests for leave of absence will be responded to in writing, outlining the conditions of leave granted. If a student fails to return and contact with the parents has not been made or received, the Academy may take the student off their roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their Academy place. If the permission to take leave is not granted and the parent takes their child out of the Academy, the absence will be unauthorised. In such cases the Academy may request the Local Authority to issue a Penalty Notice or consider other legal sanctions, including prosecution in the Magistrates Court.

## There are two types of absence:

### AUTHORISED

(Where the Academy approves absence)

Acceptable reasons for absence are:

- A day set aside for religious observance
- Illness when medical evidence is provided
- 24 Hours' notice for medical appointments which cannot be made outside Academy hours

### UNAUTHORISED

(Where the Academy will not approve absence)

- Headache
- Period pains
- Doctor, dentist or optician appointments
- Birthday
- Shopping
- Minding the house or younger siblings
- Overslept
- Global Academy uniform is in the wash
- Visiting friends or relatives
- Relative is unwell (consult Progress Leader)
- Wedding (consult Progress Leader)
- Family emergency abroad (formal letter provided to Principal including evidence of the date when flights were booked, departure date and return dates)
- Minor travel disruption
- Snow days

# Sixth form attendance & punctuality also matter

Students are expected to be present and on time every timetabled lesson and registration. If you are going to be absent, you must contact the Academy before 8.00am in order to inform their form tutor.

Students are expected to have an overall attendance of 95% or above. If your attendance is below this, then your parents or guardians may be asked to come in for a meeting with you, the Head of Safeguarding and Hillingdon Borough Council Participation Team.

If you are going to be late, you are also required to contact the Academy to inform the Head of Media.

Persistent lateness or absence will not be tolerated.

Every sixth former's attendance will be reviewed on a weekly basis

## EXCELLENT

**100% - 97.9% attendance.** This will be included in all references requested about you.

## GOOD

**97.8% - 95.5% attendance.** This will be included in all references requested about you.

## BELOW AVERAGE

**Below 95.4% attendance** is a cause for concern. You are beginning to endanger the references and academic success. Unless the Head of Sixth Form has clear evidence of medical issues, parents will be contacted and major concerns expressed.

## CAUSE FOR CONCERN

Below 90% attendance. Unless there is clear, dated medical evidence provided by a medical professional to explain this very low level of attendance, the Head of Media will contact parents or guardians to arrange a formal interview regarding your future at Global Academy. You may have to pay for all examination entries privately. A contract will be put in place to help you improve.

## BELOW 90% IS REGARDED AS A PERSISTENT ABSENTEE FROM EDUCATION

Continued issues with attendance will lead to your continuation with courses being called into question.

## HOLIDAYS

Sixth Formers, who take holidays during term time, will not have their absence authorised.

As a matter of protocol, you should inform the Principal and Head of Media of any long term absence expected during term time

# Punctuality

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*Lateness can disrupt the learning of others and can result in feelings of stress and could lead to you achieving poorer results.*

*Research shows a close link between attendance at school and your achievements.*

*Being late to school = loss of learning = loss in your future earning potential.*

MINUTES LATE PER DAY	EQUIVALENT OF MISSING
5 Minutes	4.4 School days a year
10 Minutes	6.9 School days a year
15 Minutes	10.3 School days a year
20 Minutes	13.8 School days a year
30 Minutes	20.7 School days a year

.....  
**ALL TIME OUT OF SCHOOL**  
affects learning and achievement  
.....



# Punctuality

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Good punctuality is crucial for students to achieve their full educational potential. It is also vital for students to form good habits for later life. Punctuality records form part of references passed onto Employers, 6th Form and other Higher Educational institutes.

## LATENESS TO THE ACADEMY

According to DfE guidelines, registers must be closed after a certain time in the morning. Therefore, if a student arrives after 9.15am they cannot receive a late mark, but have to be marked **absent** or as an **unauthorised absence** for the morning session. If the lateness is due to a legitimate reason e.g. a student's pre-approved hospital appointment, the absence can be authorised. Otherwise, the session is marked as an unauthorised absence.

**Parents could be liable for a fixed penalty notice if their child receives ten or more unauthorised absence sessions.**

## THE ACADEMY'S SUPPORT FOR GOOD PUNCTUALITY

**We place a strong emphasis on good punctuality. We support this by:**

- Giving sanctions to students who arrive late to school or lessons.
- Informing parents, by automated message, if their child arrives late for the Academy.
- Rewarding all students who have arrived punctually over a period of time.
- Staff patrolling the main entry gate first thing in the morning to encourage students not to loiter and make themselves late.
- Sending attendance records home to parents each term so that parents can monitor any lateness.
- Addressing issues of poor time keeping with individual students and their parents.

# Parents/guardians support for good punctuality

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We would ask parents to support us in maintaining good punctuality by:

- Ensuring that their child get up in plenty of time to be ready and prepared for their Academy day.
- Ensuring their child has organised their uniform, bag and equipment the night before so that this does not delay departure in the morning.
- Check traffic and public transport journeys to the Academy using relevant websites or apps daily, to ensure good records of punctuality are maintained.
- Discussing any issues of lateness to ensure this does not become a habit.
- Monitoring their child's attendance record when it is sent home and looking for patterns of lateness.

## Parenting Contracts (Anti Social Behaviour Act 2003)

A Parenting Contract is a voluntary agreement between the Academy and the parent. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

# Parents/guardians FAQs

## (Frequently Asked Questions)

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### Why has my child been marked absent for the whole morning when they arrived at 9.15am?

As stated above, DfE guidelines state that the register must be closed after a reasonable time in the morning. If arriving after 9.15am, a child will be marked as unauthorised absence for the morning session.

### Could I receive a fine if my child is persistently late?

If your child receives 10 or more unauthorised absences you could be issued with a fixed penalty notice (FPN). Payment within 21 days of receipt of a notice is £60 and £120 if paid after this period but within 28 days. This payment is per parent, per child. Penalties are issued by post to your home.

# Parents/guardians FAQs (Continued)

## **My child was only a couple of minutes late. It seems harsh that they should get a late mark and a detention.**

The Academy has to abide by the rules and expectations laid down for all schools. Lateness for school, exams or work is a failure to arrive on time and will be marked as such. We would encourage students to set off in good time so that any small delay does not cause them to be late.

## **Our whole family overslept and it is not my child's fault that they are late. Will they receive a late mark?**

This cannot be taken as an acceptable reason for lateness so a late mark or unauthorised absence would be recorded, depending on the time of arrival.

## **My child has to take public transport, which is sometimes late. Will they receive a late mark?**

Any lateness is recorded as thus on the register. We would advise that the child leaves earlier and checks the relevant websites or apps for any travel issues, so that even if the chosen transport is late, they will still arrive on time. If transport is sometimes late, then it's not a reliable way to ensure arrival in good time.

## **Would you make allowances for lateness if, for example, there were major traffic problems in the area perhaps because of an accident, so my car/the bus was unavoidably stuck in traffic?**

The Academy cannot make allowances for the individual problem (however genuine it may be). However, it does make allowances when there are known reported major incidents that affect a large number of people; very heavy snowfall would be such an example.

## **What if I phone/email to say my child is going to be late? Would they still get a late mark?**

Yes, they would still be marked late, but it is very helpful to know that you are aware and for us to know the expected time of arrival and reason for lateness.

## **If I know my child is going to be late, do I need to ring/send a note?**

It is very helpful if you do this. If your child is very late they will be marked as an unauthorised absence and your note may give an alternative acceptable reason to allow us to authorise the absence.

# HOW CAN PARENTS/CAR- ENCOURAGE GOOD ATTENDANCE?

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## TALK

regularly with your child about the Academy and how they feel about it. They are more likely to attend if they feel supported and you listen to their anxieties.

## PHONE OR EMAIL

as soon as possible to let us know of your child's absence.

## DO NOT

take holidays in Academy term time.

## DO NOT

allow your child to have time off unless it is really necessary.

## ENSURE

your child is in the Academy during exam weeks and for assessments.

## DISCUSS

with the Academy at the earliest opportunity, any problems/worries that are affecting your child's attendance.

## RING US

if you have any concerns - we will check attendance and be discreet.

## PRAISE & REWARD GOOD ATTENDANCE

even the small improvements and successes.

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## USEFUL CONTACTS

 **020 3019 9000, Option 1** to let us know of any absences on the

Head of Safeguarding will be pleased to discuss attendance matters in confidence.

They can be contacted by phone on the number above or on email

 [attendance@globalacademy.com](mailto:attendance@globalacademy.com)

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