GOOD ATTENDANCE MEANS...

Being in school at least 96% of the time

100%

We aspire for all students to achieve 100% attendance and high attendance is rewarded

96%

Any absence will be followed up by our Attendance Officer if not reported by parent/carer

<96%

School will
contact
parent/carer
and support
will be given
to
student/family
where needed

<92%

Level 1 letter issued to inform parents/ carers of continued decrease in attendance and support reviewed

<90%

Level 2 letter issued

Regular
attendance helps
students to achieve the
best academic outcomes
and helps us to support
you to develop character
skills and
self-esteem

Remains <90%

Level 3 letter issued followed by telephone or face to face meeting with Head of Year/ Attendance Officer

95% Attendance 47 lessons missed each year. 8 days in total or 1 week and 3 days
90% Attendance 95 lessons missed each year. 16 days in total or 3 weeks and 1 day
85% Attendance 142 lessons missed each year. 24 days in total or 4 weeks and 4 days
80% Attendance 190 lessons missed each year. 32 days in total or 6 weeks and 4 days

Attendance above 95% positively correlates with increased academic progress. 90% attendance (persistent absence) equates to 18 days missed and is linked to reduced academic progress.

We take a whole school approach to maintain excellent attendance. It is a joint responsibility of parents, students and staff. You can read the full policy on our website.

If you are absent, parents/carers should let us know via Studybugs. If they cannot do this, they should phone 01803 653 750 and leave a message.

Medical and dental appointments should be made out of school hours. Where this is not possible, the student should be out of school for the minimum amount of time necessary, e.g. at the beginning or end of the school day. For cases of planned absence please contact school using the email:

attendance@tggsacademy.org

Lateness and Punctuality:

When you are late, sign in using the iPads in main reception. It's important you give a reason. Students who arrive late without a valid reason will receive a warning on ClassCharts.

Arriving late persistently or having a pattern of lateness may also lead to a sanction depending on the reasons for absence.

Being late 30 minutes each day would result in the equivalent of 19 days lost each year!

