



# STUDENT ATTENDANCE, ABSENCE AND PUNCTUALITY

| Priority 1               | Priority 2                          | Priority 3                           |
|--------------------------|-------------------------------------|--------------------------------------|
| 'No Student left behind' | Consistency in achieving excellence | Personal growth and positive futures |

**Reviewed and updated: October 2026**

**Next Review October 2027**

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## **INTRODUCTION**

At Chadwell Heath Academy, we believe that strong attendance is the foundation of academic success, personal development, and long-term opportunity for every student. Our commitment to excellent attendance is reflected in our consistently high outcomes: year after year, our overall attendance sits above both national figures and the averages for schools with similar contexts, demonstrating the strength of our culture and the value our families place on education. We are particularly proud that the attendance of our most vulnerable students also exceeds national benchmarks, reflecting our inclusive ethos and the targeted support we provide. Equally, Chadwell Heath Academy maintains rates of persistent and severe absence that are well below national averages, ensuring that students remain engaged, supported, and present in their learning. This strong track record underpins our belief that regular attendance is not just an expectation, but a shared commitment to every student's success.

We are committed to meeting our obligation with regards to attendance. Through our whole-school culture and ethos that values good attendance, we intend to:

- Promote good attendance by ensuring that every student has access to the full-time education to which they are entitled.
- Reduce absence, including persistent and severe absence by acting early to address patterns of absence.
- Build strong relationships with families to ensure students have the support in place to attend.
- Promote and support punctuality to lessons.

## **AIMS**

- To raise attendance for all students, especially those from disadvantaged, vulnerable or have attended less well in the past.
- To promote the importance of attendance in improving the wellbeing, safeguarding and outcomes of all students.
- To work collaboratively with families and local partners to deliver regular attendance to academy.

## **ATTENDANCE AND SAFEGUARDING RESPONSIBILITIES AT CHADWELL HEATH ACADEMY**

At Chadwell Heath Academy, safeguarding is integral to our attendance strategy and links closely with our safeguarding policy. Regular attendance is a key protective factor, ensuring students are safe, supervised, and able to access support when needed. All staff share responsibility for identifying patterns of absence that may indicate welfare concerns, acting promptly to protect students from harm. Attendance Officers and Pastoral Leaders monitor daily registers and follow up unexplained absences immediately through calls, texts, and, where necessary, home visits. If a student is missing for 10 consecutive academy days or their whereabouts cannot be confirmed, a Child Missing Education (CME) referral is made to the Local Authority. In some cases, this referral may be made sooner. Persistent or severe absence triggers multi-agency collaboration, including Early Help and Children's Social Care, to address barriers and mitigate safeguarding risks. Parents are expected to communicate reasons for absence promptly and provide accurate contact details to support emergency safeguarding measures. Where attendance concerns escalate, the Academy will intensify support and, if necessary, initiate statutory interventions to ensure the student's welfare remains paramount.

## **EXPECTATIONS**

It is our expectation that all students will attend the Academy every day. Students are also expected to arrive on time every day and be on time for all their lessons. This means that all students should arrive and be on site before their form period starts at 8.50 am and remain until the Academy Day ends at 3.20 pm, having attended all their lessons punctually. To support students' punctuality each morning, the main Academy gates open at 8.15am. Students can attend our canteen from 8.15am where they can have breakfast.

## **PARENTAL DUTY**

We are required to inform you that any parent who allows their child to be absent without an authorised reason creates an offence in law which may result in prosecution.

It is the legal responsibility of every parent to make sure their child receives a full-time education suitable to their age, aptitude, and any special educational need they may have. Parents have an additional legal duty to ensure their child's attends regularly. This means their child must attend every day that the Academy is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the Academy. We set out these expectations in a letter to parents sent at regular intervals during the academic year. See Appendix 1.

## **ROLES AND RESPONSIBILITIES**

### **The Trustees are responsible for:**

- Championing the importance of attendance through the Academy's ethos, values, and policies.
- Holding leaders accountable for implementing the Attendance Policy and meeting statutory duties.
- Reviewing attendance data, trends, and absence levels to ensure effective action is taken.

### **The Headteacher is responsible for:**

- Ensuring the effective implementation of the Attendance Policy.
- Appointing and overseeing a senior leader responsible for attendance.
- Monitoring the impact of attendance strategies and making improvements where required.
- Authorising leave of absence requests and fixed penalty notices (or delegating this responsibility).
- Ensuring staff receive appropriate training and support to promote good attendance.

### **The Senior Leader responsible for Attendance will:**

- Lead the implementation and review of the Attendance Policy.
- Promote high expectations and a whole-academy culture of good attendance.
- Oversee the accuracy, monitoring, and analysis of attendance data.
- Organise fortnightly meetings with each HOY and the Education Welfare Office (EWO).

In these meetings the HOY and EWO will:

- Identify attendance concerns, vulnerable groups and persistently absent students, ensuring timely intervention is implemented and recorded.

- The Senior Leader responsible for attendance along with the EWO and Head of Year will coordinate and monitor attendance improvement strategies with relevant staff.
- The Senior Leader responsible for attendance will regularly report to the Headteacher and Governing Body on attendance outcomes and impact.

#### **The Senior Leader responsible for Punctuality will:**

- Lead and strategically oversee whole-academy punctuality systems, ensuring that expectations are consistently implemented across all year groups.
- Monitor punctuality data and identify trends, patterns and individuals requiring intervention.
- Ensure that academy sanction procedures are in place for recording, tracking, and following up incidents of lateness.
- Work closely with Heads of Years and Attendance Staff to coordinate timely interventions.
- Communicate high expectations regarding punctuality to students, parents, and staff.
- Promote a culture in which punctuality is recognised as a key contributor to academic achievement, positive behaviour and academy readiness.

#### **Education Welfare Officer (EWO) is responsible for:**

- Working with academy staff, external agencies, and the Local Authority to improve attendance, particularly for students at risk of persistent or severe absence.
- Analysing attendance data at fortnightly meetings with HOYs and implementing targeted interventions aimed at improving attendance and persistent lateness.
- Managing attendance records, trackers, reports, and casework.
- Meeting with students and families to identify barriers to attendance & punctuality and agree support plans.
- Promoting attendance through student meetings and engagement activities.
- Managing referrals, fixed penalty notice documentation, and other formal attendance processes.
- Reporting to the senior leader responsible for attendance on a weekly basis.

#### **Heads of Year (HOY) are responsible for:**

- Promoting high expectations for attendance and punctuality.
- Supporting Form Tutors to implement attendance and punctuality procedures monitoring and reporting issues to Attendance & Punctuality Leads
- Encouraging positive attendance through recognition, rewards, and celebration of improvement.
- Reviewing attendance regularly, identifying concerns/vulnerable groups, and supporting students to set targets.
- Holding regular attendance conversations and addressing concerns promptly.
- To issue attendance concerns to form tutors for the purpose of attendance conversations.
- Meeting with the Educational Welfare Officer every fortnight to analyse attendance data and plan appropriate interventions.

#### **The Form Tutor is responsible for**

- Ensuring the form register is completed accurately at each AM and PM Registration
- Recording lateness to registration, applying first level sanctions and referring issues to HOY.
- Communicating with students who have been absent from the Academy to ensure early intervention, promoting the benefits of excellent attendance and punctuality and reporting back to HOY.

Reporting to their Head of Year when a student

- Has an absence not covered by a letter of explanation from the parent or a medical appointment form
- Presents an explanation that causes suspicion of authenticity
- Has a cumulative absence, for whatever reasons, of 9 days
- Is absent for whom there are known concerns.

**Class Teacher is responsible for**

- Maintaining accurate attendance registers for their lessons
- Recording lateness & applying first level sanctions
- Reporting concerns to HOD/HOY

**Head of Department (HOD) is responsible for**

- Supporting Class teachers, monitoring and reporting issues to HOY

**The Designated Safeguarding Lead will:**

- Respond as appropriate to concerns raised by the Attendance Lead of students designated as vulnerable or having safeguarding issues.
- Where possible contribute to discussions and/or strategies to improve attendance.

**The Special Educational Needs Co-ordinator (SENDCo) will:**

- Respond as appropriate to concerns raised by the Attendance Lead of students designated as vulnerable or having SEN issues.
- Where possible contribute to discussions and/or strategies to improve attendance of SEN students.

**The Academy Attendance Officer is responsible for:**

- Managing attendance communication channels, including email and telephone systems relating to attendance.
- Recording and monitoring vulnerable students and reporting to the Safeguarding Team if concerns arise.
- Recording and maintaining all attendance registers.
- Recording and monitoring leave of absence requests.
- Issuing Fixed Penalty Notices.
- As part of first day absence procedures, contacting parents regarding unexplained absences through calls, emails/letters, and text messages.
- Keeping accurate communication records and reporting to HOY.
- Attending weekly meetings with the EWO and HOY.

**Parents and Carers are responsible for:**

- Ensuring their child attends the Academy every day, arrives on time, properly attired and in a condition to learn and meets their legal attendance responsibilities.
- Notifying the Academy of absences promptly, providing reasons and advance notice of appointments wherever possible.

- Contacting the academy daily before 8.45 a.m. if their child is unable to attend and every subsequent day thereafter.
- Maintaining open communication with the Academy and provide up-to-date emergency contact information.
- Promoting and support the importance of regular and punctual attendance and engage with the Academy to address concerns.
- Avoiding making routine medical appointments for their child during Academy hours
- Ensuring family holidays are only taken during the Academy holidays and not in term time
- Attending all attendance improvement meetings and work collaboratively with the Academy to overcome barriers to attendance and punctuality.
- Raising concerns promptly where attendance difficulties are linked to academy-based issues, such as bullying or learning difficulties.
- Contacting the HOY for support and guidance regarding attendance concerns.

### **Students are responsible for:**

- Attending the Academy every day on time.
- Be prepared for the day with the correct equipment and uniform.
- Attending every timetabled session on time.
- Attending any meetings and engage in strategies around improving their attendance.
- Telling their parents and staff about anything that is affecting their attendance at the Academy, including reporting bullying.
- Accepting help, support and guidance when offered and deemed appropriate.

## **PROMOTING REGULAR ATTENDANCE**

Helping to create a habit of regular attendance is everybody's responsibility - parents, students, and all members of Chadwell Heath Academy staff. To maintain a focus on this, Heads of Year along with the Attendance Officers and Form Tutors will maintain regular contact with parents and carers regarding their child's attendance and report each eight-week module on their attendance.

At Chadwell Heath Academy we have extensive rewards and incentives to celebrate and promote student attendance. Celebration breakfasts, assemblies and letters home are some of the examples where we promote good attendance. We constantly link good attendance to outcomes during lessons. We know that everyday matters and want to ensure that students are making the most of all the opportunities we provide them daily.

We do consider the circumstances of individuals and take them into account when rewarding student attendance, for example, absences that are because of medical issues, disability related needs and family issues, to ensure that all students are rewarded fairly. However, we like to remind parents that the true reward of attendance will be seen in your child's progress, not only academically, but also socially, emotionally and through their personal growth. As part of the new statutory requirements, whole academy attendance data is automatically shared daily with the Department for Education and the Local Authority.

To further promote good attendance:

- Any absence either just before or after a half term holiday will only be authorised if medical evidence is given

- Any absence following an academy trip/sporting event/religious reasons, will only be authorised if evidence is given
- Only students who are under a specialist will be authorised absence due to period pain/issues.
- Absences lasting 3 days or more – medical evidence will be requested

## **SIXTH FORM**

Regular attendance in the sixth form is vital for strong academic outcomes, as every missed lesson is missed learning, creating gaps that can quickly develop into misconceptions and hinder progress. The importance of high attendance is continually reinforced through assemblies, tutor conversations and positive praise, all of which highlight the direct link between attendance, progress and student achievement. However, where a student's attendance falls below 90% for a sustained period, the Academy reserves the right to withdraw entry from examinations, as persistent low attendance significantly affects a student's ability to meet course expectations and achieve their potential.

## **AUTHORISED AND UNAUTHORISED ABSENCE**

Every half-day absence from the Academy is classified as either **authorised** or **unauthorised**. Registers are taken twice a day by staff to record attendance marks for each session. Registers are legal documents, so academy staff are obliged to complete them accurately. Attendance marks are also recorded in every lesson to monitor student punctuality and guard against internal truancy. Information about the cause of any absence is always required from parents/carers. Academy staff can change an authorised absence to an unauthorised absence, and vice versa, if new information is presented. An example of this would be where a parent states a student is unwell but on return to the Academy, there is evidence they have been on holiday.

### **Authorised Absence**

Authorised absence refers to mornings or afternoons away from the Academy for a valid reason that has been agreed by the Academy. Under Section 444 of the Education Act 1996, parents/carers commit an offence if they fail to secure their child's regular attendance, unless they can demonstrate that the absence was for one of the following permitted reasons:

Leave granted in advance by the academy

- Sickness or an unavoidable cause relating directly to the student
- Medical or dental appointments that cannot reasonably be arranged outside of academy hours (parents/carers must notify the Academy in advance and provide evidence)
- Religious observance, where the day is exclusively set apart by the religious body to which the parents belong
- Failure of the Local Authority to provide suitable transport
- Traveller students travelling for occupational purposes, where this has been agreed with the academy
- In cases of **unplanned absence**, parents/carers must provide a clear and detailed reason on the first day of absence by contacting the Academy before 8:45am, and on each subsequent day of absence, via the attendance telephone line (02082525151) or email (office@chadwellacademy.org.uk)
- Absence due to illness will normally be authorised unless the Academy has reasonable concerns about its authenticity; in such cases, medical evidence (e.g. doctor's note, prescription, or appointment confirmation) may be requested

- If sufficient evidence is not provided when requested, the absence may be recorded as unauthorised, and parents/carers will be informed
- For **planned absence**, parents/carers are expected to notify the Academy in advance and ensure students are absent for the minimum time necessary
- Students should attend before or after appointments where possible (e.g. returning after a morning appointment or attending before an afternoon appointment), unless otherwise agreed in advance
- Parents/carers are strongly encouraged to arrange medical and dental appointments outside of academy hours wherever possible

### **IN LAW THESE ARE THE ONLY ACCEPTABLE REASONS FOR A STUDENT BEING ABSENT FROM THE ACADEMY**

#### **GRANTING LEAVE OF ABSENCE**

Formal requests for leave should be submitted as soon as it is anticipated using the correct application form and, where possible, at least 4 weeks before the absence. The Headteacher may require evidence to support any request for leave of absence and will respond accordingly.

The Headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteachers discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable. Examples may include the death of a close relative, attendance at a funeral, or a housing crisis which prevents attendance. The DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

We will consider each application for term-time absence individually and consider the specific facts, circumstances, and relevant context behind the request. We will also want to weigh the above criteria against the student's record and educational progress to minimise the risk of any negative impact. We will consider:

- Previous attendance.
- Attainment and progress.
- Ability to catch up on any work missed.
- Any impending tests, exams or significant academy events.
- The frequency of any other requests for leave.

#### **Unauthorised Absence**

Unauthorised absences are those which the Academy does not consider reasonable and for which no "leave" has been given. With unauthorised absence, the Academy does not agree that the reason given by a parent is acceptable. This type of absence can lead to the Local Authority using follow-up measures and/or legal proceedings. Unauthorised reasons include:

- Parents/carers keeping students off unnecessarily.
- Truancy before or during the Academy Day.
- Absences which have never been properly explained.

- Students who arrive at the Academy after the register has closed.
- Shopping, looking after other students or birthdays.
- Day trips and holidays in term time, unless an authorised academy trip.
- Oversleeping.
- Absence to look after an unwell sibling/family member.
- Inadequate uniform.
- Confusion over term dates.
- School-refusal.

## **FOLLOWING UP UNEXPLAINED ABSENCE**

Where we are not provided with a reason for a student's absence, we will:

Phone/text/email the student's parent/carer on the first day of unexplained absence to ascertain the reason.

Phone the student's emergency contacts if we are unable to contact the parent or carer.

Consider conducting a home visit or contacting the police/local authority if we are unable to make any contact.

Identify whether the absence is authorised or not.

The Academy will contact the parent/carer on each day an unexplained absence continues and will take appropriate safeguarding action where necessary. Where a student's whereabouts remains unknown, or there are concerns that the student may be missing education, the Academy will make a referral to the Local Authority in accordance with local Children Missing Education (CME) procedures. In most cases, this will be no later than 10 school days of continuous unexplained absence.

## **TIERED APPROACH TO SUPPORTING ATTENDANCE**



Some students find it harder than others to attend the Academy and, at all stages of improving attendance, staff will work with students and parents to remove any barriers to attendance. To maximise support and ensure early intervention, students are placed in an attendance category related to the number of days they have been absent from academy and their risk of underachieving due to absence:

For any students with attendance below 95%, the attendance team may invite parents/carers for a meeting to discuss the situation and take steps to address any potential barriers.

In the above cases, we will use attendance data to find patterns and trends of absence and carry out an audit to identify family, socio-economic

or student-related barriers to good attendance. Persistent absence data will be gathered from our feeder primary schools. All students falling into this category will form part of an attendance focus group where attendance will closely be monitored with support and strategies offered to parents to help break any embedded routines.

Once identified, we will provide access to wider support services to help remove these barriers. We will hold regular meetings with parents and liaise and work with our attendance service and the Local Authority for additional support. We will also request Penalty Notices and other follow-up measures if support is not appropriate (e.g., for an unauthorised leave in term time), not successful, or not engaged with.

## **STUDENTS WITH MEDICAL CONDITIONS OR SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)**

Some students face greater barriers to attendance than their peers. These can include students who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other student and therefore the attendance ambition for these students is the same as they are for any other student. However, in working with their parents to improve attendance, we will be mindful of the barriers these students face and put additional support in place where necessary to help them access their full-time education.

Students with long term illnesses or other health needs may need additional support to continue their education, such as an alternative provision provided by the Local Authority.

## **RECORDING ATTENDANCE**

We will keep an **attendance register** and place all students onto this register. We will take this register during morning and afternoon form time. The attendance register will record every student in one of the following categories:

- Present.
- Attending an approved off-site educational activity.
- Absent
- Late
- Unauthorised late

We will also record:

- Whether an absence is authorised or not.
- The nature of the activity if a student is attending an approved educational activity.
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

## **LATENESS AND PUNCTUALITY**

Good punctuality is vital to student success, and we work positively with students to help them meet this expectation. If a student misses the start of the day or lesson, they can miss vital work and information. Late arriving students also disrupt lessons for other students. Where punctuality does not yet meet expectations, appropriate follow-up measures will be used to support improvement e.g. restorative conversations, punctuality report or sanctions.

### **Morning Registration – Lateness to the Academy / Registration**

#### **Registers close at 9 a.m.**

If a student arrives after 9 a.m. to registration, they are late. The Form Teacher must record this late by entering a L code into their SIMS register. The teacher must issue the student with a 15-minute detention.

Students arriving after 9.00 am but before 9.30 will sign in at main reception and be recorded as late (L code, present).

Students arriving after 9.30 a.m. sign in at main reception. Without evidence of a medical or dental appointment will be recorded as late (U code, unauthorised late) and will be required to provide a parental note.

Lesson time lateness - Students who are late to lessons are dealt with according to normal departmental procedures.

#### **Follow-up measures**

If the student is late twice in the same week, they will be placed in a Head of Year detention for 45 minutes.

If they fail to attend the detention(s) or the student is late for a third time they will be placed in an Academy Detention.

If they fail to attend the Academy Detention, or are persistently late, they will be placed in a Senior Leaders Detention.

Heads of Year will monitor Form Tutor detentions and escalate or reinforce the sanction, as necessary.

### **Afternoon Registration – Lateness to the Academy / Registration**

#### **Registers close at 2.05 p.m.**

If a student arrives after 2.05 p.m. to registration, they are late. The Form Teacher must record this late by entering a L code into their SIMS register. The teacher must issue the student with a 15-minute detention.

Heads of Year will monitor PM late detentions and escalate or reinforce the punishment as necessary.

Students arriving to the Academy after 2.05 p.m. but before 2.25 p.m. will sign in at main reception where they will be recorded as late and time of registration noted. (L code, present). Evidence of a medical or dental appointment or letter from parent is required

All students arriving after 2.25 p.m. will be marked as an authorised late (U) for the afternoon session and will be required to provide a parental note.

Lesson time lateness - Students who are late to p.m. lessons are dealt with according to normal departmental procedures.

Heads of Department will monitor lesson detentions and escalate or reinforce the sanction, as necessary.

### **Follow-up measures**

If the student is late twice in the same week, they will be placed in a Head of Year detention for 45 minutes.

If they fail to attend the detention(s) or the student is late for a third time they will be placed in an Academy Detention.

If they fail to attend the Academy Detention, or are persistently late, they will be placed in a Senior Leaders Detention.

Heads of Year will monitor Form Tutor detentions and escalate or reinforce the sanction, as necessary.

### **Persistent Lateness**

If a student has a persistent late record or patterns of lateness are detected, parents/carers may be asked to meet with the EWO to resolve the problem. Parents/carers can approach the Academy at any time if they experience problems getting their child to the Academy on time.

## **PART-TIME TIMETABLES**

In very exceptional circumstances, where it is in a student's best interests, there may be a need for a temporary part-time timetable to meet their individual needs and help to improve attendance and access to their learning. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package.

A part-time timetable will only be in place for the shortest time necessary and will not be treated as a long-term solution. Any attendance support programme or other agreement will have a time limit by which point the student is expected to attend full time, either at the Academy or in an alternative provision. There will be formal arrangements in place for regularly reviewing the part time provision with the student and their parents. The relevant Head of Year will monitor and reinstate a full timetable as soon as possible.

## **LEGAL SANCTIONS**

The Academy or Local Authority can issue Penalty Notices for the unauthorised absence of their student from the Academy, where the student is of compulsory academy age.

**Penalty Notices** can be issued by the Headteacher, Local Authority or the Police for.

- Overt truancy (including students caught on truancy sweeps)
- Absence of 10 or more half-day sessions (five academy days) without authorisation during any 100 possible academy sessions (or 50 academy days) – these do not need to be consecutive.
- Unauthorised leave in term-time of 10 or more half-day sessions (five academy days) – these do not need to be consecutive.
- Persistent late arrival at the Academy marked as ‘U’ (after the academy register has closed).
- Where an excluded student is found in a public place during academy hours during the first five days of exclusion.
- If a student is absent on ten occasions or more in a ten-week period, this will attract a Penalty Notice.

This includes students who are marked absent because of arriving late after register closes - ‘U’.

Each parent/carers receives a separate fine for each student involved.

### **1st Penalty Notice**

- £160 per parent, per student (if paid within 28 days).
- Reduced to £80 if paid within 21 days.

### **2nd Penalty Notice (within 3 years)**

- £160 per parent, per student (no reduction for early payment).

### **3rd (and any further) offences (within 3 years)**

- No Penalty Notice is issued.
- Case goes straight to Magistrates’ Court.
- Parents may face fines of up to £2,500 per parent, per student, and this may appear on a DBS check.

Where attendance remains a concern, the Local Authority may introduce formal measures, including an Education Supervision Order or involvement from Children’s Social Care where safeguarding concerns exist, particularly when attendance falls below 50%.

If support and intervention are unsuccessful, parents may face legal action. This can include a Parenting Order, fines of up to £2,500, a Community Order, or, in exceptional cases, a custodial sentence.

The Academy or Local Authority may issue a **Notice to Improve**, setting a monitoring period of 3–6 weeks during which no unauthorised absences should occur. Any unauthorised absence during this period may result in a **Fixed Penalty Notice** being issued to each parent/carers.

To support families and avoid escalation, Chadwell Heath Academy operates an **Attendance Panel** involving the student, parents/carers, a senior leader and the Attendance Officer. The panel identifies barriers to attendance, agrees support strategies and monitors progress through a reviewed action plan

## **Appendix 1**

### **Letter to parents - Academic year 2026–2027: Attendance expectations**

**Dear Parents and Carers,**

At Chadwell Heath Academy, we know that good attendance and punctuality are key to helping every student thrive. When students attend the Academy regularly and arrive on time, they are better placed to achieve academically, build positive relationships and make the most of the opportunities available to them.

We ask for your support in ensuring that your child attends the Academy every day and arrives before **8.50 a.m.** ready to learn.

If your child is unable to attend the Academy, please:

- Contact the Academy before **8.45 a.m.** on the first day of absence.
- Provide a clear reason for the absence and keep us updated if the absence continues.
- Provide medical evidence when requested.

In return, we will:

- Contact families if a student is absent and we have not received a reason.
- Monitor attendance and punctuality carefully.
- Work with students and families to identify and overcome any barriers to attendance.
- Provide support and intervention where attendance begins to cause concern.

Our aim is always to work in partnership with families to support good attendance. Where attendance or punctuality becomes a concern, we will seek to offer help and guidance at the earliest opportunity. However, where unauthorised absence continues, we are required to follow Department for Education guidance, which may include issuing notices to improve, Fixed Penalty Notices and in extreme cases, referrals to court.

Thank you for your continued support and commitment to your child's education. By working together, we can ensure every student has the best possible chance of success.

**Yours faithfully,**

**A. Rumble**

*Deputy Headteacher*

*Chadwell Heath Academy*

## **Appendix 2**

### **Staff list of Responsibilities**

Senior Leader responsible for attendance: Mr A Rumble

EWO: Mrs Mclellan

Academy Attendance Officer, Mrs Jefferson.

Attendance Administrators – Academy Office Team

Punctuality: Mr S Elia