



Shenley Academy & Sixth Form,
Shenley Lane, Birmingham, B29 4HE

T: 0121 464 5191

F: 0121 464 3711

E: shenley.enquiry@E-ACT.org.uk

W: www.shenleyacademy.E-ACT.org.uk

HP/CH/tb

22nd November 2018

Dear Parents and Carers

We are writing to clarify our current expectations in regard to attendance, punctuality and reporting absence.

As you will already be aware, attending school on a regular basis and being punctual is crucial for success. The best place for your child/children to be is in the Academy learning; any absence results in lost learning time. We want to continue to foster positive relationships and work with parents and carers to support our students to be in school and on time.

We expect that our **students** will:

- Regularly attend the Academy and ensure that they arrive at the Academy **no later than 8:30am** and attend morning registration at 8:35am to be registered.
- Follow the correct late procedures, by signing in at the late desk, opposite Reception, if they arrive after the end of the registration period, between 8.45 and 9.15am. If students arrive after 9.15am, they should report to Reception, who will sign them in.
- **It should be noted that if students arrive late to the Academy after 9.15am, following the close of the registers, this will be recorded as an unauthorised absence, as is required by law.**
- Make every effort to access and complete any work they have missed. Students should also check 'Class Charts' on the Academy website during the period of absence to ensure that no independent learning is missed.
- Complete the appropriate sanction(s) if they are late to school.

From Monday 26th November, our late detention system will be changing:

- **Students will receive a 20 minute same day detention (DT20) for the first instance of lateness during a week.**
- **Students will receive a 1 hour same day detention (DT60) for the second instance of lateness in the same week and a 1 hour same day detention (DT60) for all subsequent instance of lateness in the same week.**
- **If a student has 5 instances of lateness in one half term, every subsequent late will result in a 1 hour same day detention (DT60).**
- **Parents will be notified by the school if your child has been issued with a same day DT60.**

We expect that our **parents / carers** will:

- Uphold the Home-Academy Agreement and Academy attendance contract to ensure regular attendance.
- Ensure your child attends the Academy according to the published dates and session times, and that they are equipped for all lessons.
- **Contact the attendance office, on the first day of absence by 8.30am on 0121 464 5191 to explain the reason why.**

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- Avoid any unnecessary absence from school. It is of paramount importance that any absence from school is avoided for routine medical appointments during term time. Students having urgent medical or dental appointments must bring an appointment card or note from their parents/carers, which should be submitted to the attendance office. Where possible, every effort should be made to arrange appointments outside of core Academy hours, especially for ongoing treatment.
- Not arrange holidays or leave of absence during term time. If there is a need for a student to take time off during term time then the student's parents/carers should complete and return the 'Request for Leave of Absence' form to the Head of School who will decide whether leave should be granted. The Academy will only grant leave during term time in very exceptional circumstances, in line with statutory regulations.

It should be noted: Parents/carers who remove their child during term time without authorisation from the Head of School risk incurring a financial penalty.

Shenley Academy will:

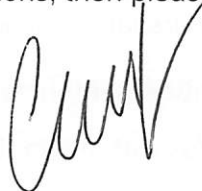
- Contact you if your child is absent and we have not heard from you, via telephone or message.
- **Make a follow up call to parents / carers of absent students later in the day to support students' swift return to the Academy.**
- Respond to any absence for which no parental explanation has been received after two days of absence with a telephone call, letter or visit to the student's home address informing parent(s)/carer(s) of the absence.

We look forward to continue to working with you to support your child's success here at Shenley Academy. If there are any questions, then please do not hesitate to contact us.

Yours sincerely



Hannah Percival
Assistant Headteacher



Chris Hunt
Assistant Headteacher