

Attendance and Punctuality



**GEORGE
SALTER
ACADEMY**

Overview

For every student to achieve their best and learn to their full potential, it is essential that they have excellent attendance.

Descriptor	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190	0	0
	99%	188 days	2	10
Good	98%	186 days	4	20
	97%	184 days	6	30
	96%	182.5 days	7.5	37.5
Can be better	95%	180.5 days	9.5	47.5
Cause For Concern	90%	171 days	19	95
	89%	169 days	21	105
	88%	167 days	23	115
	87%	165	25	125
Unsatisfactory	86%	163	27	135
Serious Cause For Concern	85%	161.5	28.5	142.6
	84%	159.5	30.5	152.5
	83%	158	32	160
	82%	156	34	170
	81%	154	36	180
Critical	80%			190

Attendance percentages table

If your son/daughter is unable to attend the Academy, please telephone the Academy on 01215534665 as early as possible on the first day of absence, and ask for the Attendance Officer or select the correct house from the automated menu. Please call in every day your child is absent.

Please note that if we do not hear from you on each day of absence, you will automatically receive a text message from the Academy.

Absence from the Academy can only be authorised for the following reasons:

- illness
- medical or dental appointments (1/2 day)
- religious observance (1 day)
- bereavement of close family

Unacceptable attendance will be investigated by our Attendance and Welfare Officer, which could lead to a 15 day notification which could lead to prosecution.

Authorised Pass

If students need to be out of the Academy during lesson time, we must have a written request from families; students will then be issued with an authorised pass.

Holidays in term time

The government have recently passed new legislation regarding students missing school to go on holiday. **The new regulations mean that from 1st September 2013, Headteachers may not grant leave of absence during term time unless there are exceptional circumstances.** Exceptional circumstances do not include family holidays, visiting relatives or friends, spectating at sporting or other events, looking after family members who are unwell, babysitting younger family members, birthdays or shopping.

If you choose to take your child out of school during term time without leave of absence being granted, then it will be recorded as an unauthorised absence.

Parents who fail to ensure their child's regular attendance can be fined £60 (per parent, per child.) If the payment is not made within 21 days this increases to £120.

A Leave of Absence form should be completed following a meeting with your child's Pastoral Manager / Head of House and returned to the Principal at least two weeks before the proposed absence.

Punctuality

- Students are expected to be in their tutor room before the 8.45am bell
- On assembly days, students must be in the theatre by 8.40am, ready for the assembly to start at 8.45am
- If students arrive after 8.45am, they will undertake a 20 min detention at lunchtime
- If students arrive after 9am, they will do a 1 hour detention after school
- If students are late 3 times in a week, they will do a 1 hour detention after school on a Friday

Our Policies:

- [GSA Attendance Policy \[pdf, 282 KB\]](#)