

Tuesday 9th September

RE: Attendance and Punctuality at Ernest Bevin Academy

Dear parent/carer,

At Ernest Bevin Academy, we believe that excellent attendance is key for every student's success. This is why we have our **ambitious attendance target of 96% for each student**. Research has proven that attending school regularly not only improves progress, but also helps students develop strong social skills, build lasting friendships, and gain essential life experiences that help develop their character.

Consequently, **poor attendance can lead onto undesirable outcomes**, this includes and not limited to underachievement, increased vulnerability to harm such as Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), radicalisation, and mental health related concerns. Attendance is closely monitored as part of our safeguarding responsibilities.

Further to the above, the Department for Education introduced statutory guidance ([click here](#)), effective from August 2024. The guidance aims to reduce term-time holidays and unauthorised absences and supporting families whose children are struggling to attend school. A key quote from this campaign is, '**Improving attendance is everyone's business**'. That is you (parent/guardian), us (school) and student, working together in unison to help your child excel.

This letter has been written to remind you of our attendance and punctuality procedures and expectations and to make you aware of any changes that have been made for this academic year.

Reporting Absences

Absences should be reported by 8:15 and by using one of the following methods:

- Call 020 8672 8582, dial 1 and leave a message on the absence line being sure to include your child's full name, reason for absence and their year/tutor group
- Send an InnApp message via Arbor clearly stating the reason for absence
- Send an email to absence@ernestbevinacademy.org.uk including your child's full name, reason for absence and their year/tutor group

Failure to report your child's absence will result in an unauthorised absence. You must report your child absence each day they are absent.

Punctuality

All students are expected to be in school on time every day. The school's new punctuality policy is as such



Principal: Mr Damola Ademolake

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- All students should be in school and lining up in the playground by 8:40
- The student entrance will be closed at 8:38 and student who arrives after this time is considered late.
- Any student who arrives between 8:38 and 8:59 will be placed into a break time detention that same day.
- Any student who arrives from 9:00 onwards will be placed into an afterschool detention for one hour that same day. This may also include time in the reflection room.
- **There will be no exemptions from late detentions – if you call to tell the school why your child is late this will not exclude them from being in detention.**

Attendance

All students are expected to attend school every day for the entire academic year, and all parents are expected to ensure their child adheres to the highest standards and expectations of attendance. It is important that parents and students are aware of the following.

- Any absences for minor ailments will be recorded as O which means unauthorised. Minor ailments refer to the following – headache, sore throat, runny nose, body pain, stomachache, earache. These kinds of ailments can be treated with appropriate medication and students will be expected to attend school.
 - Any absence that lasts longer than 3 days will be not be authorised without medical evidence. **Medical evidence is communication from a medical professional that clearly states they believed the student in question was too unwell to attend school. Proof of appointment and proof of prescription does not constitute medical evidence.**
 - When a student's attendance falls below 95% all absences will automatically be unauthorised unless medical evidence is provided.
 - If a student needs to be absent from school for an extended period e.g. in the case of a broken limb or medical procedure, medical evidence must be shared with the school with a clear indication of when the student is expected to return to school.
 - If a student is absent from school due to a holiday, this will trigger a parent meeting which will need to happen before your child goes back into circulation
 - Extended periods of absence for any other reason should be reported using the Leave of Absence form which can be found on the school website in parent area ([click here](#)). This form must be completed and sent to the absence email address and a decision will be made by regarding authorisation.
 - Authorisation for Leave of Absence requests can only be granted by the Principal
 - Most cases will be denied and a penalty notice will be issued upon the student's return to school. Please note that this in line with the policy implemented by the Department of Education, information for which can be found here - <https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>
- **Appointments**



All medical appointments should be scheduled outside of school hours. However, when this is not possible, please ensure that any appointment has as little impact as possible on your child's attendance. For this reason, the following rules will be applied and upheld this academic year.

- All students are expected to attend school before and after their appointments.
- They must come to school in the morning and be registered, leave at an appropriate time to attend their appointment and then return to school once their appointment has finished
- If your child fails to attend school before an appointment, the absence will not be authorised and late detention will be issued for the same day.
- If your child fails to return to school after an appointment, the absence will not be authorised and an appropriate sanction will be set for the next day.
- Proof of appointment must be provided to authorise any absence due to an appointment.
- No student will be allowed to leave the school site without the permission of a parent or guardian.
- This permission must be communicated using one of the methods laid out in the Reporting Absences section of this letter. You must indicate what time your child will need to leave school. **Please be aware that we will not be accepting hand written notes.**
- If you do not provide permission for your child to leave the school site and we cannot get hold of you, your child will not be allowed to leave to attend their appointment even if they have shown proof of their appointment.

We hope you take this letter as it is intended, clear and robust systems to ensure your child's safety. We appreciate your support in working with us as we strive to be one of the top performing boys' schools in the country.

Yours sincerely,



Damola Ademolake
Principal
Ernest Bevin Academy