



Parents Roles and responsibilities regarding attendance

Tile Cross Academy expects all students to be punctual and maintain high levels of attendance. Students should arrive at Tile Cross Academy ready to learn.

Section 444 of the Education Act 1996 states that: *'If a child of compulsory school age, who is a registered student at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence'.*

It is a parent/ carer's legal responsibility to ensure their child receives appropriate education. Failing to send their child to school regularly, without good reason, is a criminal offence.

Once a child is enrolled at Tile Cross Academy it is the legal responsibility of parents/carers to ensure that their child attends school on time every day, ready and willing to learn, unless prevented from doing so by illness or other exceptional circumstances for which absence is authorised by the school. It is the responsibility of all parents/carers to inform the Academy's Attendance team on their child's first day and every day of absence by 8.40am, stating the reason for absence and the likely date of return. **The Attendance Team phone number is 0121 566 6413.**

Parents/carers should be aware that poor punctuality may result in an unauthorised absence being recorded which could lead to intervention via the Academy, or prosecution for unauthorised absence through Birmingham City Council's Education Legal Intervention Team.

It is the responsibility of parents/carers to inform Tile Cross Academy of any barriers to their child attending the Academy.

If the Academy is not informed of the reason for a child's absence on the first day, the Academy will follow up all absences with an appropriate level of response on the first and subsequent days. This includes texts, phone calls or home visits.

It is the parent/carer's responsibility to ensure that all contact details are accurate and up to date.

On the fifth day of absence the parent/carer is requested to contact their child's Academy immediately to discuss **additional support needs**. If contact is not made by the parent/carer by the fifth day of absence, Tile Cross Academy has a legal duty to inform Birmingham City Council.

In order for the Academy to authorise absence, medical evidence may be requested if non-attendance is due to illness. This could include:

- Medical appointment card with one appointment entered, stamped by a doctor's surgery;
- Letter from a qualified medical professional;
- Medical/doctors note;
- Medication prescribed by a GP;
- Copy of prescription;
- Print screen of medical notes;
- Letters concerning hospital appointments;
- Slip with date, students name and surgery stamp, signed by GP Receptionist.

Medical evidence may also be requested, at the discretion of the Academy, if there is a pattern of non- attendance due to illness or medically related issues.