

Solihull Academy – Attendance and Punctuality Information for Parents/Carers

Attend – Belong – Achieve

At Solihull Academy, we are committed to working in partnership with parents, carers, and pupils to promote excellent attendance and punctuality and aim to support all of our pupils to improve school attendance. By working together, we can ensure that every pupil has the best opportunity to succeed. Regular attendance helps pupils develop a strong sense of belonging within the school community, supports their academic progress, and enhances their social and emotional wellbeing. It also helps establish the routines, resilience, and life skills that are essential for success both during their education and in their future careers and adult lives.

To help us work together, please see the information below relating to school attendance and punctuality.

The School Day			
School Start Time, Registration and Contact Details			
Solihull Academy (including Mercury and Pathfinder)	9.00am to 9.20am School opens for check in and Breakfast Club where hot food is available. - Registers are taken at 9.20am and 12.00noon. - Registers close 30 minutes after these times meaning an unauthorised late mark will be given if arriving after this time.	Absence must be reported daily by 9.30am. Please telephone to report absence on 0121 709 5420 email attendance@sa.sapmat.org.uk.	End of School Day and dismissal 2.00pm
Punctuality – Time of Arrival to School			
Late arrival to school may impact pupil attendance. At each site across Solihull Academy, registers close 30 minutes after they have opened. This means that pupils arriving after the registers have closed, will be marked with a late unauthorised absent mark (U Code). This mark negatively impacts a pupils attendance figure and can also be a trigger/added factor within any escalation process for irregular school attendance. This code would be counted within any legal intervention.			
Illness		Medical Appointments	
NHS guidance that states children can attend school with common cold symptoms like a sore throat, runny nose or cough unless they have a high temperature. If you're not sure if your child is well enough to go come to school, check the NHS guidance for common illnesses at Is my child too ill for school? - NHS and let us know as soon as possible if they need to stay home.		Wherever possible please arrange medical appointments outside school hours. In emergencies or where this is not possible, please provide the school with a copy of the appointment card/letter/text so that the absent session can be accurately coded. This can be sent to attendance@sa.sapmat.org.uk marked for the attention of the attendance team.	
Types of Absence		Home Visits from School	
Schools record all absences as either authorised or unauthorised . Authorised absences may include genuine illness, medical appointments, or other exceptional circumstances agreed by the school. Unauthorised absences include absences without a valid reason, term-time holidays that have not been approved, or situations where the school has not received an explanation for the absence.		Home visits will be conducted where there is 3 days of absence or where safeguarding protocols apply. If contact is not made with parents/carer/pupil not seen, we may escalate through safeguarding protocols and request support from other agencies such as local policing teams.	
Working Together to Support Regular Attendance		Meetings in School	
Regular attendance is essential for academic achievement, wellbeing, and participation in school life. Solihull Academy monitors attendance closely and will contact parents/carers regarding any concerns about a pupil's attendance. Where absence becomes a pattern or falls below expected levels, we will work in partnership with families to identify barriers and provide appropriate support. Our aim is to ensure that every pupil can access their education and achieve their full potential.		You may be invited to attend meetings to discuss your child's attendance. Your involvement is important in helping us identify and address any barriers to regular attendance and ensure the right support is in place. We appreciate your cooperation and partnership in achieving the best possible outcomes for your child. Flexible meeting arrangements are available and can be discussed if needed.	

Leave of Absence/Leave in Term Time

Holidays during term time will not be authorised unless there are exceptional circumstances. Parents/carers must submit a completed Absence Request Form at least **four weeks** before the proposed leave date. Supporting evidence may be requested, and the school will provide a written response to the application. Only the Principal can authorise a leave of absence in exceptional circumstances. Please note that informing the school of an absence does not mean it has been approved.

Where leave is taken without prior authorisation, or an application has not been submitted, the absence will be recorded as unauthorised and may result in a Penalty Notice being issued. In some cases, where a pupil's whereabouts is unknown, the school may also be required to notify the Local Authority.

Irregular Attendance

We aim to work together through early intervention to develop strong relationships and ensure there is regular communication to support good attendance and help every pupil succeed. Below is an illustration of how we may address irregular and unauthorised absence

Where there is Consecutive Days of Absence

Day 1	Attendance team contacts home. Welfare concerns reviewed and a home visit may be considered.
Day 2	Attendance follow-up and review of any emerging concerns.
Day 3	Form Tutor makes contact. Home visit arranged if required.
Day 4	Pastoral team review and further contact with parents/carers.
Day 5	Senior staff review. Attendance Meeting and Attendance Plan may be arranged.

Where Absence Develops Over Several Weeks

Day 1	Attendance monitored and pupil check-in completed.
Day 2	Parent/carer contact to explore barriers affecting attendance.
Day 3	Attendance Letter 1 issued and pupil voice discussion completed.
Day 4	Parent meeting arranged and Attendance Contract explored/agreed where appropriate.
Day 5	Multi-staff/agency review considered and Local Authority support explored, senior staff review. Formal Attendance Meeting and Attendance Plan may be arranged.

Attendance Thresholds and Support Stages (not exhaustive)

Absence Reaches	Support Offered
5 days	Stage 1 Letter
9 days	Stage 2 Letter and Informal Meeting
14 days	Stage 3 Letter and Formal Meeting
17 days	Multi-Disciplinary Review
19+ days	Persistent Absence - Local Authority involvement may be considered

Working Together: We understand that attendance difficulties can arise for many reasons. At every stage, our focus is on identifying barriers, providing support and working in partnership with families to improve attendance.

If you are worried about your child's attendance, please contact us as early as possible so we can help.

Every day in school matters.

Attendance Team Contact

Email - attendance@sa.sapmat.org.uk

Telephone Number – 0121 709 5420