

SEPTEMBER 2026

#EveryDayCounts
#AttendanceMatters

NEWSLETTER

GSA ATTENDANCE



Meet the Attendance Team

The Attendance Team at George Salter Academy are here to support you and your children in all areas of school attendance. We are based in Elevate and our door is always open for students to pop in if they have any questions, queries or worries with regards to attendance and punctuality.

The Attendance Team comprises of:

Mrs Cadwallader - Attendance Officer

Miss Aston - Attendance Assistant

Mrs Lonergan - Attendance and Behaviour Support Assistant



Please ensure that you are on site by 8:30am each morning.



Attendance at GSA

By Mrs V. Cadwallader
Attendance Officer

Welcome to the first edition of our Attendance Newsletter for 2026-27.

Each half term we will provide an attendance update with tips and guidance to help parents and students.

Attendance Prizes

To celebrate the great start to the academic year we have already given out a Smart TV, a number of Amazon vouchers and lots of Golden Tickets! Keep your eyes peeled for our next prize draw!

Shanaya - our first prize winner of the year!



Attendance Banding

Attendance Banding 

Attendance Band	Attendance Percentage
A*	100%
A	99.9% - 95.0%
B	94.9% - 90.0%
C	89.9% - 85.0%
D	84.9% - 80.0%
E	79.9% - 75.0%
F	74.9% - 70.0%
G	69.9% - 65.0%
H	64.9% - 60.0%
I	59.9% - 55.0%
J	54.9% - 50.0%
K	Below 50%

Which band are you in?

What do you need to do to get to the next band?

The higher your band, the more you will achieve!

 **AMBITION BELIEF COURAGE**  **One World In One School**  **AMBITION BELIEF COURAGE** 

Our banding system is in place again this academic year. Students can be rewarded for moving up to the next attendance band during each half term. Your child will record this on their banding card weekly during form time.

Ask your child which attendance band they are in.

We currently have 757 students in the A* band with a further 92 students in Band A.

An amazing start to the academic year!



Medical Appointments

Please remember to try and book all medical appointments outside of the academy day. Even half a day missed will mean lost learning.

Gift on the Gate

Last Friday we gave out a 'Gift on the Gate' to all students who arrived in school on time. It was so lovely to greet the students and give them a small token to start the day positively. Look out for our next Friday Freebie!



Attendance Ambassadors

We have recently recruited a team of students to be our New Attendance Ambassadors. They will be involved in helping raise attendance across the academy and will be your spokespeople! Look out for the team around school.

We will introduce them officially in our next newsletter.

To report your child's absence please call the academy before 8.30am on each day of absence and leave a message on 0121 553 4665, option 1. Please ensure that you give a reason for absence. 'Not feeling well' will not be authorised.

ATTENDANCE POLICY ON A PAGE

Based on [Attendance-Policy 2026](#) [[Attendance Policy 2026](#) | [PDF](#)]



ATTENDANCE MATTERS

- Excellent attendance supports achievement, wellbeing, personal development and future opportunities.
- Attendance is everyone's responsibility: students, parents/carers and academy staff.
- The academy follows a support-first approach, offering help before considering legal action.
- Attendance is viewed as a key safeguarding indicator and concerns are addressed promptly.

ATTENDANCE EXPECTATIONS

- Students should attend every day and arrive on time.
- Academy day:
 - Arrive on site by 8:30am
 - School starts: 8:40am
 - Morning register closes: 9:10am
 - School ends: 3:10pm
- Arrival after register closes is recorded as an unauthorised absence (U code).

Attendance	Days Missed
100%	0
96%	7
93%	11
90%	20
80%	29

AUTHORISED ABSENCES INCLUDE:

- Illness (physical or mental health)
- Medical or dental appointments
- Religious observance
- Approved educational visits
- Work experience
- Exceptional circumstances approved by the Academy in advance

UNAUTHORISED ABSENCES INCLUDE:

- Holidays during term time
- Birthdays
- Day trips
- Arriving after the register has closed
- Absences without a satisfactory explanation

REPORTING ABSENCES

Parents / Carers must:

- Notify the academy before 8:30am on the first day of absence (dial option 1)
- Continue to update the academy on each day of absence
- Provide evidence where requested for illness or appointments
- Ensure the academy has at least two emergency contacts

CONTACTS

- Senior Attendance Champion - Mr M. Cadwallader
- Attendance Officer - Mrs V. Cadwallader
- Attendance Assistant - Miss L. Aston

SUPPORT FOR ATTENDANCE CONCERNS

The Academy may provide:

- Attendance monitoring
- Student and parent meetings
- Attendance Support Plans
- Early Help and Multi-Agency Support
- Family intervention support
- Mental health and SEND support
- Home visits

WHERE SUPPORT HAS NOT IMPROVED ATTENDANCE:

- Attendance contracts may be used
- Penalty notices may be issued
- Legal action is always considered as a last resort

National Threshold: 10 sessions of unauthorised absence within 10 school weeks.