

14th June 2024

Dear Parents/Carers,

Internal Truancy at TPA (The Portsmouth Academy)

I am writing this letter to share with you our policy around internal truancy. Internal truancy is where a student is out of lesson, but inside school grounds, without an authorised reason. Some common authorised reasons for students being out of lesson would include:

- Student using their pass to the Link
- Student using their pass to the Pastoral Hub
- Student using a corridor slip to attend a meeting
- Student using their toilet pass
- Student being asked to run an errand by a member of staff

For all the above reasons, plus others authorised by the teacher, the student will be provided with a corridor pass signed to confirm it is authorised. The vast majority of students at TPA attend all their lessons and we appreciate these students and their hard work. For a small minority however, we require a firm and consistent process to ensure that in the future they make better decisions about attendance to their lessons. If a student either leaves their lesson for an unauthorised reason, makes the decision to not attend their timetabled lesson, or a student does not 'arrive in 5' minutes to a lesson, staff will follow the below process starting on Monday 17th June:

- The student will be taken directly to the **removal room** (our internal exclusion), where they will spend the remainder of their day plus one hour after school (4pm). This will be logged on Class Charts as well as you will be notified by a member of the pastoral team.
- If the student refuses you will be contacted and asked to speak to your child on the telephone to instruct them to enter the **removal room**.
- If the student continues to refuse then, unfortunately, they will be suspended for the remainder of that school day and the following school day. This is a serious consequence and results in students missing learning time and the suspension being recorded on their permanent record. On the day that students return to school, they will be expected to attend the removal room until 4pm.

As you will agree, being in lessons is vital for your child to succeed. When students are attending lessons, which the majority of students do, they take another step towards achieving success with their learning. If a student fails to attend a lesson it is a lost opportunity. If they do not attend lessons they are not in the same position as others within the class. Imagine reading a book and missing chapters 2, 3 and 4, then reading again from chapter 5 or watching a TV series and missing episodes 3, 4 and 5, then watching episode 6. In both cases you would not know what has taken place and would be lost. This is the same impact as missing a lesson.

If your son or daughter requires a toilet pass or medical pass, you will need to share this information with our medical team. This request will need to be supported by a GP note or consultant note. We will then ensure that they are added to the central list.



Students will succeed if they attend their lessons and will go on to lead purposeful and happy lives. I trust that we can rely on your support. If you would like to discuss this matter, please contact your child's Head of Year in the first instance.

Yours faithfully,

S Dedman

Mrs Dedman
Vice Principal