

23 November 2017

Dear Parent/Carer

IMPORTANT UPDATE REGARDING ATTENDANCE AND PUNCTUALITY PROCEDURES

I am writing to you to clarify our expectations and procedures in regard to attendance.

Punctuality: Please ensure your child arrives on time.

Students arriving after 8.25am are late and a text will be sent to parents of any students arriving late.

Please note, any arrivals after 9am when the registers close, will receive a 'U' code in the register which is classed as unauthorised absence unless there is an exceptional reason for lateness.

Lateness will be monitored and any student who is regularly late, will receive a phone call home, be given a student target card, and letters may be sent home.

Medical/Dental appointments etc.: Routine appointments should be arranged out of school hours.

If this is not possible, send your son/daughter to school before the appointment where possible, they can sign out in time for the appointment and return to school afterwards. We must see confirmation of the appointment which must be by way of an appointment card or letter.

How we respond to absence:

Only keep your son/daughter at home if they are really too ill to attend (you will know!). Medical evidence is no longer required for all absences. If your child's absence drops to a concerning level, we will discuss this with you and may expect some medical confirmation in certain circumstances.

You can now leave a voicemail any time on the attendance line (option 2 on the main telephone number). Students whose attendance falls below the academy target of **97%** will be given priority for intervention.

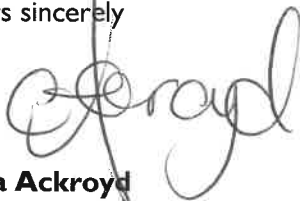
Term-time Holidays

Please do not take students out of school for **holidays during term time**. Students struggle to catch up and friendships suffer. Parents must request any leave of absence in writing – please contact the attendance office. Any absence unauthorised by the academy may result in the issue of a Penalty Notice.

As a polite reminder, it is parents/carers legal duty to ensure the regular attendance of their son/daughter. Fixed Penalty Notices and parental prosecutions are intended as a positive measure to improve attendance.

Finally, I would like to take the opportunity to thank you for your ongoing support in ensuring your child attends every day and on time. It is by working in partnership that we can achieve the best outcomes for your child. Please feel free to contact us to discuss your child's attendance.

Yours sincerely



Cara Ackroyd
Principal