

Dear Parent/Carer

We are really looking forward to welcoming all our students back to the Academy in September.

Student attendance will be mandatory again from the beginning of the autumn term. This means from that point, our usual rules on attendance apply, including:

- it is the parents'/carers' duty to ensure that their child attends regularly;
- the Academy has responsibility to record attendance, and follow up absences;
- the availability to offer appropriate support for your child's education, wellbeing and wider development, working closely with other professions when necessary;
- the availability to issue sanctions, including Penalty Notices in line with the Local Authority's codes of conduct and Government guidelines.

All pupils return to school during the first week of September; please see your Head of School's letter for further guidance on this. This is a new attendance year so your child will start with 100% attendance and should strive for 100% at all times; attendance should not drop below the Academy's target of 97%. The grid below helps explain what good attendance looks like.

Attendance	
100%	Exceptional
97% - 99.9%	Excellent - Achieved above school target
94-96.9%	Below target
90.9-93.9%	Below target, concerned low attendance will have an impact on attainment
Below 90%	Regarded as a Persistent Absentee by the Local Authority and Government

May I take this opportunity to remind you of our attendance procedures:

- If your child is suffering from any of these symptoms: a) high temperature, b) a new, continuous cough, or c) a loss or change to sense of smell or taste please consult the following link <https://www.nhs.uk/conditions/coronavirus-covid-19> or phone the Academy for us to explain the current guidance. **It is essential** that you contact the Academy immediately if your child develops any of these symptoms when we will be happy to talk you through the process of test and trace, and when your child will be able to return to school.
- If your child feels ill in the morning, please provide them with appropriate pain relief/medication and send them to school.
- If your child is ill i.e. to the extent that they cannot get out of bed, then please ring school to notify the Attendance Team on 01924 874762. Please advise the reason for absence and the expected date of return.
- On occasions throughout the week members of the Attendance Team and other school staff may visit any child who is absent from school. If your child is well enough to attend lessons, then the member of staff may accompany them back to school.



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- If your child is absent from school for 4 days or less, please provide a written note in their planner. On their return to school, pupils will be asked for their note by their Form Tutor. Failure to provide a note will result in a written comment in their planner, and persistent failure to provide a note may result in your child being placed in Isolation.
- If your child is absent from school for 5 days or longer, please provide medical evidence i.e. an appointment card, indicating the reason for absence.
- Please arrange all appointments outside the school day wherever possible. If the appointment is unavoidable, the Academy expects your child to attend before and after the appointment.
- A full day absence will not be authorised for a medical appointment. Any full day absence will be marked as parentally condoned truancy.
- All requests for holidays in term-time will be unauthorised and may result in a fine being issued by the Local Authority. A form to request holidays and/or absence for exceptional circumstances is available from the Attendance and Welfare Officer or the school website. Please check our Attendance Policy on our website for guidance on absence in term time.

Please be aware that any pupil, who does not meet the Academy's minimum attendance expectation of 97%, may not be invited to attend the annual rewards trips or Year 11 Prom.

The Academy shares the Government's determination to raise the levels of pupil attendance at school because we want to give the best future opportunity for all our pupils. If you are experiencing any difficulty with your child's attendance, please contact the Attendance Team immediately, following the procedure in your child's planner or our Attendance Policy found on the Academy website.

We hope your children are looking forward to returning to school, and we thank you for your support.

Yours faithfully

Mrs Alison Howarth
Deputy Headteacher