

ATTENDANCE NEWSLETTER

SEPTEMBER 2023

Welcome back

Welcome back to the new school year!

We would like to take this opportunity to say THANK YOU to all our families who consistently work to ensure their child's attendance and punctuality to school is high.

Getting these important habits established early will make a huge difference in their futures. There is a proven link between attendance and achievement and it is therefore important that you child attends school every day.



Attendance

Some people may think that missing the odd day at school here and this will not do much harm. However even taking a short amount of time can be a cause for concern. Your child will fall behind with their work and could struggle to catch up. There could be other problems too; children who are absent from school miss out on the social side of things which affects their ability to make and keep friends and it can impact their confidence to attempt new work and work alongside others.



Punctuality

We appreciate the effort it takes some of our families to get to school on time and we hope we can continue to work with those families that find this more of a struggle. Poor punctuality affects learning and behaviour not only that of the student who is late, but it has an impact on the learning of others as the teacher may be required to recap on the learning missed for those who are punctu



Holidays during term time

We would like to remind all of our families that time off during the school term will only be authorised in exceptional circumstances. Unfortunately there were a few families who took their child on holiday during term time last year. Parents must notify the Academy before taking any time off school. If your request for term time absence is refused and your child is still taken out of school, the absence will be recorded as unauthorised and noted on your child's record. This may also incur a fixed penalty fine.



Reporting your child absent

Contact the attendance team no later than **8:30am** and leave a message stating a reason for the absence. The message must include the full name and tutor group of your child, the reason for absence (if the reason is illness, parents/ carers should include details of the illness) and the expected date of return.

If the student is to be off school for more than one day then we ask families to call and leave a message on each subsequent day.

If the Academy does not receive a notification on the morning of day one, a text message will be sent asking you to contact the school. If school has not received a response, then we will carry out a home visit on day three of the absence.

