



23rd November 2022

Dear Parent/Carer,

Working together to improve attendance.

School attendance is a key priority for us all and I write with details of how we intend to work with you to help improve this.

Creating good habits that support attendance is the responsibility of everyone involved with the Academy – our students themselves, parents, carers, Academy staff and trustees, the Local Authority and other partners.

For your child to achieve their full potential it is absolutely vital that they are in school every day unless a reason acceptable to the Academy is given and we are able to authorise the absence.

To help us all to focus on this we ask parents and carers to:

- Notify us of your child's absence **before 8:15am** on the first day and each following day that they are absent from school by calling the student absence line on 01242 711200.
- Ensure that your child arrives at the Academy **by 8:30am** every day.
- Contact the Academy at an early stage about any concerns you have about your child's attendance.
- Work with the Academy in resolving any issues that may be having an impact on your child's attendance.
- Try to keep health appointments out of school hours where possible. Where this is not possible, your child should only be out of school for the minimum amount of time necessary for the appointment.

Parents and carers can expect that the Academy will:

- Monitor all students' attendance and punctuality closely.
- Visit your home if your child is absent and unaccounted for or if there are concerns about your child's welfare or attendance.
- Contact you each day your child is absent by telephone call, text, email and/or home visit.
- Fulfil our safeguarding duty where a child is missing from school and is unaccounted for or there are concerns for their welfare – this may involve referrals to other agencies such as the local authority Education Inclusion Support Service, Children's Services and/or the police.
- Reward good and improved attendance.
- Meet regularly with parents and carers of students whose attendance is a concern.
- Work with the Local Authority to pursue legal prosecution for non-attendance where relevant criteria has been met.

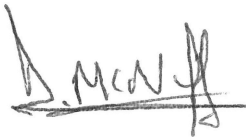
The relationship between attendance and achievement is inextricably linked and encouraging excellent attendance is one of the most powerful ways you can prepare your child for success both in school and in life. When you make Academy attendance a priority, you help your child get a thorough education, better grades, develop healthy life habits, and have a better chance of achieving their full potential.

Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to leave school with good qualifications, setting them up for a strong future.

You can view your child's current attendance record on the EduLink App to help reward and encourage good attendance from the home.

If you require further support to improve your child's attendance, please contact your child's Progress Leader as soon as possible.

Yours sincerely

A handwritten signature in black ink, appearing to read 'D. McNiffe', with a horizontal line drawn underneath the signature.

Mr D McNiffe
Principal

Principal: Dermot McNiffe, B Ed Hons,

