

12<sup>th</sup> February 2020

Dear Families

High attendance and punctuality are vital building blocks for academic success. Last year, those scholars who had an attendance of 99-100% achieved 1.5 grades higher in every subject than those who had an attendance of 96% and below. Every day that your child is in school means that they are learning and climbing their mountain towards university or a real alternative; I would like to thank all families who strive to make this happen each and every day as your support is invaluable. As such, I would like to set out the procedures we have to support scholars and families to ensure scholars are in on time and learning. Please could you sign the reply slip to show you have read the letter; your child needs to hand this in to the scholar support desk by **Friday 14<sup>th</sup> February 2020**.

### **Punctuality**

The start of the school day is important to ensure scholars are set up and ready to learn. Scholars are expected to arrive by 08.00 each day, unless they have a morning mastery session which would mean they need to be in the academy for 07.25. Our Advisors check uniform and equipment daily, to ensure they have everything they need to have a successful day. Although we appreciate contact from families who know their child is going to be late, this does not excuse the lateness or mean a correction will not be issued. To support scholars to be in school on time after February after half term, if your child is late more than once in a week they will be instructed to sit an additional correction at 07.30 on the following Monday, this will be supervised by myself and the leadership team. This will support a very small minority of scholars, and help to set them up to have a successful week.

### **Attendance**

I would like to remind families of our Leave of Absence process to help us support your child with catching up with any work missed. Where possible, we would strongly advise that any non-urgent appointments, for example, dental check-ups, are arranged for outside of academy hours. This is to ensure that there is no valuable learning missed for your child. Should your child be required to attend an urgent medical appointment within the academy day, we would require you to complete a Leave of Absence form. These forms can be obtained by your child, from our academy scholar support desk. Once you have completed it, please ensure that your child passes the form should to their Head of Year for authorisation, no later than **48 hours** before the appointment.

Please ensure that:

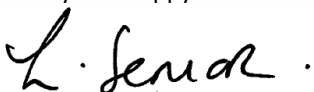
- The form has been completed in full, ensuring a reason for the absence has been added
- A copy of any supporting documents is attached; for example, a hospital appointment letter
- A parent / carer comes into the academy to collect the child for their appointment

### **After school**

To support our whole community, please make sure your child knows how they are making their way home or who and when someone is picking them up. For health and safety reasons, we cannot permit scholars to leave the building for a period of time and then re-enter later on, as we need to know who is in the building and who has left. Scholars are very welcome to sign into the iBase and study after school and also they are able to sign up for our Societies on a Friday after school.

Finally, I would like to thank you for making this Cycle such a success; we do strive to get better each day. We listen to family and scholar feedback. One of the recent ways we have done this is to text home the appreciations your child receives. Please do ask your child about these appreciations.

I wish you a happy and healthy half term, kind regards



**Laura Senior**

Head of Academy

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### **Attendance & Punctuality**

Scholar's Name: \_\_\_\_\_ Advisory: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

