

TSW/CS/Attendance/Attendance Update Summer 2023
26th May 2023

Dear Parent/Carer

We are making some changes to our attendance strategies to start after the half term break w/c 5th June 2023.

- Due to the persistent lateness of some pupils to the Academy we will be issuing a 30 minute late detention on a Friday for any pupil who has been late to school twice or more in a week.
- Any pupil who needs to leave the Academy site during the day because they are poorly will need to be collected by an adult.
- Where pupils are attending a medical appointment, we will need to see some evidence of the appointment such as a card/screen shot/copy of the appointment letter and we will issue a medical card to the pupil as proof the Academy is aware.
- We are unable to authorise a full day of absence for a medical appointment unless the nature of the appointment dictates it. Reasons for a full day might be distance to the appointment or a procedure requiring rest.

We have many first aiders on site and there is always one available. If a child is poorly in the Academy, we politely ask that our procedure is followed. First aid is requested by the teacher via our email system. If the first aider judges that the child needs to be sent home, they will make contact. We can then authorise the absence. If a child makes contact with home directly and it has not gone via first aid, we cannot authorise the absence.

It is well documented that attendance to the Academy and lessons has a direct impact on achievement. Regular attendance means that pupils do not have gaps in learning and continuity and progression is much better. A pupil with attendance below 90% is classed as persistently absent and this could lead to fines.

If you need support with encouraging good attendance, please contact the Attendance team through the app or via telephone number: 01482 826207 ext. 3307.

Yours faithfully



Mrs K Farmer
Deputy Headteacher

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