

Dear Parent/Carer,

From Monday 4th March we are looking to change the way we send out the absence safeguarding alerts to parents.

Parents/Carers are expected to contact the attendance office before 8.30am with a reason for their child's absence. This can be by telephone/text/app/email, this will hopefully be easier for parents to communicate with us.

Between 8.30am and 9am the message lines will not be monitored as we will be working to ensure our registers are correct which then means we can contact parents as early as possible. If you contact us whilst the message lines are closed, you will still receive a message from us.

The attendance team are out visiting each day. You may receive a visit even if you have called in to notify us of an absence. This will be a safe and well check in line with our safeguarding policy.

Further information

- Pupils arriving after 8.30am will enter the academy through the attendance doors, they are expected to sign in which will then give them their morning mark. They will be issued with a late detention for the same day. If your child has a genuine reason for arriving late please contact us so that we can look at each case individually.

- The academy will not authorise any holidays in term time except in exceptional circumstances. Please complete the holiday form using the link below with as much information as possible.

[Holiday Request Form \(office.com\)](#)

-Where possible medical appointments should be made outside of the academy day. If appointments need to be during the day you need to notify us as soon as you can and also provide evidence to allow to authorise the absence. We do not authorise full days for appointments unless we have evidence stating that the pupil needs to be absent all day.

This can be done by email, screenshots of letters, appointment cards or medication are accepted.

01482 826207 press1 for attendance

Attendance@winifredholtbyacademy.com

Arbor app

Yours faithfully

The Attendance Team

The Link Between Attendance and Attainment

STUDENT ATTENDANCE	PROBABILITY OF STUDENT ACHIEVING 5 LEVEL 9-5 GCSE'S
93.5% and above	74%
92 – 93 %	60%
88 % and below	26%

ABSENCE FROM SCHOOL

Students are required to attend School for 190 days each year

Each day has 5 lessons. Each week has 25 lessons = 25 hours of learning each week.

Attendance For Full Year	Equates to Number of Days Absent	Absence in Weeks	Which Means Lessons Missed
95%	9 days	1 week 4 days	45 lessons/hours
90%	19 days	3 weeks 4 days	95 lessons/hours
85%	29 days	5 weeks 4 days	114 lessons/hours
80%	38 days	7 weeks 4 days	190 lessons/hours
75%	48 days	9 weeks 3 days	240 lessons/hours
70%	57 days	11 weeks 2 days	285 lessons/ hours

Please remember that students who miss a lot of school achieve less.

This applies to authorised and unauthorised absences.



Winifred Holtby Academy
Leads Road
Hull
HU7 4PW
Tel 01482 826207
enquiry@winifredholtbyacademy.com
www.winifredholtbyacademy.co.uk