

11<sup>th</sup> December 2017

Dear Parents and Carers,

So many of our students are working so hard and making huge improvements in their attendance; it is important that these gains are continued right up until the end of term.

I would like to take this opportunity to notify you of our end of term arrangements. The last day of this term is Friday 22<sup>nd</sup> December. On this day we will finish school at 12.20pm; the canteen will remain open for those children who wish to stay for a school meal.

I am aware that the Academy will be finishing later than some of our other local schools, however, it remains my expectation that all children attend school, every day of that last week of term. It is not acceptable for students to be absent to look after siblings who may have broken up from school or to go Christmas shopping, for example.

Any absence that is recorded during the last week of term will not be authorised unless a note from a medical professional is brought in to school to explain the absence.

Please be aware of the points below:

- The Academy will consider issuing a fixed penalty warning notice (leading to a fixed penalty fine) when a child has accrued an unacceptable number of unauthorised absences. Following the notice, should there be no improvement, then a fixed penalty fine will be issued.

Unfortunately, since September the Academy has taken legal action against a number of families due to very poor attendance of children. In the last 12 months 72 penalty notices have been issued to parents of poor attenders. Six families are currently in the process of being prosecuted. A further 20 families have a court date pending. One family has been summoned to court this year where a guilty plea was heard. This action has not been taken lightly, but will continue to be taken where poor attendance persists.

Home visits will be made during the last week of term to all students who are absent from the Academy by Attendance Managers and the Education Welfare Officer.

Aside from the obvious benefits of good attendance, I believe that those children that attend regularly should be rewarded.

- If students have a collective attendance during the last week of term of 95% then they will be rewarded with a non-uniform day on the last day of term. To achieve this all students will need to attend and not let their peers down!
- The best attending tutor group in each house will also be rewarded in the last week of term on a daily basis.
- All children with 97% have been offered the opportunity to attend a celebration trip to Drayton Manor Theme Park in the summer term. Transport will be provided free of charge for these children and tickets will be heavily subsidised by the Academy. I hope to be able to take the vast majority of children on this trip in order to congratulate them on their excellent attendance.

If students are absent during the last week of term then their place on this trip will be seriously compromised.

Please be reminded that school starts back for all children on Tuesday 9<sup>th</sup> January.

Yours sincerely

A handwritten signature in black ink that reads "K Craig".

Mrs K Craig  
**Head of Academy**