

Dear Parent/ Carer,

As your child prepares to join Aspire Academy this September, I wanted to take the opportunity to outline some of our key expectations around attendance and punctuality. At Aspire, excellent attendance and punctuality are top priorities. We know that consistent attendance plays a vital role in both academic success and personal development. We share your commitment to giving your child the very best start, and we are excited to begin this journey in partnership with you.

By working together, we can ensure your child has the best chance to reach their academic potential and develop the skills and confidence needed for further education and future employment. Good attendance will also allow your child to:

- Access all the lessons required to achieve their target grades
- Maintain existing friendships and form new ones
- Take part in the wide range of social and sporting activities on offer
- Explore and build valuable life skills
- Develop essential habits, such as punctuality, that are crucial for success beyond school

At Aspire, we are committed to helping every child be the best they can be. We aim to provide a safe, supportive environment where your child feels a strong sense of belonging, both among their peers and as a valued member of our school community.

Punctuality Expectations

At Aspire school starts at 8.30am and finishes at 3pm.

Arriving on time ensures pupils start the day calm, settled, and ready to learn. Being late often leads to stress and missed instructions, which can affect concentration and performance throughout the day. Punctuality helps students build discipline and time management skills. These qualities are essential not only for school success but also in the world of work and adult life.

To promote and maintain high standards of punctuality, the following procedures will be in place:

- **Arrival between 8:35am and 9:00am** – A same-day **lunchtime detention** will be issued.
- **Arrival after 9:00am** – A same-day **1-hour** after-school detention will be issued.

- **Two late arrivals before 9:00am** within the same week – Will result in a **1-hour** after-school detention on Friday.
- **Two late arrivals after 9:00am** within the same week – Will result in a **2-hour** after-school detention on Friday.
- **Arrival after the register closes at 9:15am** – Will result in a **‘U’ code**, indicating an unauthorised absence for the morning session.

Persistent lateness, particularly repeated ‘U’ codes, will lead to further intervention and may involve the **Pupil Welfare Team**, as continued absence impacts both learning and wellbeing. We appreciate your support in reinforcing the importance of excellent punctuality and attendance, and in helping your child start each day ready to learn.

Attendance Expectations

90% attendance may seem like an acceptable level of attendance, however in reality that means your child misses half a day of school every week, the equivalent of 19 school days (almost one whole month) and 114 lessons, during the year. Children who miss this amount of school do not achieve as well as their peers who attend more regularly.

We expect all pupils at Aspire to attend school as regularly as possible. Our ambition for every child is 100% attendance.

	Impact over 1 school year	Impact over 5 school years
100% Attendance	0 days missed	0 days missed
95% Attendance	9 days of absence 1 Week and 4 Days of learning lost	¼ year learning lost
90% Attendance	19 Days of Absence 3 weeks and 4 days of learning lost	½ year learning lost
85% Attendance	29 Days of Absence 5 weeks and 4 days of learning lost	¾ year learning lost
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of learning lost	1 year learning lost
75% Attendance	47 Days of Absence 9 weeks and 1 day of learning lost	1 ¼ years learning lost

Our attendance policy is available to read on our school website

<https://blackpoolaspireacademy.co.uk/information/policies> . This explains how we monitor attendance and follow up absence.

We recognise that on occasion some children may experience illness or have exceptional reasons preventing regular attendance. To assist parents deciding whether their child is too ill to attend school or otherwise, the NHS have produced a guide that you may find useful:

[Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

We know being a parent/carers can be challenging at times and we are here to help if there are any problems affecting your child. If you are worried about your child/children’s attendance please speak

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Fylde Coast Academy Trust
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with your child's Form Tutor/ Head of Year in the first instance or myself. We will work with you as partners to ensure in such circumstances any identified barriers are discussed so we can best support your child's wellbeing and education. All schools work closely with Early Help, Health and the Local Authority teams who may also be able to help if needed.

We look forward to working in partnership with you to support your child's education.

Yours sincerely

Mrs SL Elson

Assistant Headteacher

Attendance and Alternative Provision