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23<sup>rd</sup> November 2020

Dear Parents/Carers

### Attendance

We are committed to improving achievement through attendance and therefore monitor the attendance of all our pupils.

As a parent/carer I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided, particularly in the present climate. Good attendance and punctuality at school will help learning and achievement. It helps children enjoy school and make friends and it encourages good routines for their later life.

Any pupil whose attendance falls below 95% will be monitored by Mrs West and Mrs Potter, however, should your child's attendance fall below 90%, they will be classed as a persistent absentee and will also be monitored by the Education Welfare Officer.

May I remind you that the only reason for non-attendance is significant illness that requires a visit to the GP or any medical appointments that cannot be made outside school hours. Should an illness last 5 days or more, medical evidence in the form of a letter, an appointment card, note from the doctor or prescription will be required to avoid an unauthorised mark.

Please ensure a leave of absence form is completed for all holidays and is received prior to the event. Permission may be granted in exceptional circumstances, therefore, please give as much detail as possible, (including letters from employers), to explain the reason for the term time absence.

In the event of your child being absent, it is your responsibility to inform us of the reason at your earliest opportunity. We have a duty of care to contact families if we are not told the reason for their child's absence, which includes text messages, phone calls and visits to the home. Please, therefore, inform the Attendance Team, Mrs Potter and Mrs West, if your child is not going to be in school, to avoid a difficult conversation when you return. Any pupils who are self-isolating or absent from school due to COVID-19 related reasons will be contacted daily by their class teacher and/or Mrs West.

Should you have any difficulty or problem which may prevent your child from attending the Academy, please do not hesitate to talk to either myself, Mrs West, Mrs Potter or your child's class teacher.

With your co-operation, I anticipate an even further significant improvement in our attendance figures for 2020/21 and thank you for your continued support.

Yours sincerely

Miss P Hillman  
Principal