

20th April 2022

Dear Parent/Guardian

Important Information about Attendance and Punctuality

It is hard to believe that we are already entering the summer term of our first full year back in school without any national or local lockdowns. It is wonderful to see our students settling back into school life at LSA after a very challenging couple of years.

As we now look forward and plan for our student's futures, we are writing to you as we want to provide you with a clear understanding about absence procedures and the important of being in school every day and on time. We are all still learning to live with the impact of covid, but together with can support your child and enable them to learn, strive and achieve.

Your child, along with all students, has missed a lot of school over the last two years due to the pandemic. It is vital for their future progress and development that they now attend school regularly. It is the best place for them to receive high quality teaching and learning. Your child will benefit from being with their friends, enjoy being part of our community, get to join in and learn new skills. We want them to feel proud of their achievements and be able to aim high.

LSA is a Learning Community in Pursuit of Excellence, and we set our students the target of having excellent attendance of above 96%. This gives them the best chance to reach their aspirational target grades in all their subjects. Students need to be in school to achieve.

Here are some basic, but real figures for you:

| If a student is absent for: | That equals: |
|---|--|
| 1 day per fortnight (90% attendance) | 19 days per year or 95 hours of teaching and learning missed |
| 1 day per week (80% attendance) | 38 days per year or 190 hours of teaching and learning missed |

If your child's attendance is below 90% they are considered by the local authority to be a persistent absentee. We appreciate that there are a number of different reasons why a student may be absent from school, and that these may sometimes be unavoidable especially if it is covid related. However, it is important that we address any barriers to excellent attendance and punctuality. Your child may require further support from yourselves and school to help them improve their attendance. Please do not hesitate to contact us if this is the case.

Do you know what your child's attendance is? If not, please ask them, they should know, or you can check on the MyEd app. Once you know, you can help them improve low attendance or maintain excellent attendance.

LSA has a policy of no holidays allowed during term time. Your child already has roughly 13 weeks holiday from school each year, so please can we ask that you arrange your holidays when school is closed. Our term dates are on the school website. LSA may request a fixed penalty notice for holidays taken during term time – please refer to the school attendance policy for more details.

Our school day begins with a warning bell at 8.35am. This is so students can make their way to their first lesson which starts at 8.40am. All students should be at their classroom ready to start learning at 8.40am. Please ensure your child arrives at school in plenty of time as punctuality does matter. It shows that your child is reliable – an excellent quality and it will also help get their day off to a good start. Arriving early will have the added bonus of reducing the amount of traffic outside school at our busiest time helping to make it safer for our students. Sometimes unavoidable delays happen and if your child is late to school, they must sign in at student reception. There will be consequences for students who are regularly late for no reason and parents will be informed.

If your child is going to be absent for any reason you must ring the **absence line on 01253 667411** before 8.30am on each day of their absence. You can also use the MyEd app to message school each day. This will help us to safeguard all our students.

We understand that some students are struggling with school following the pandemic. Parents may find the following link useful in supporting your child with their anxiety:

<https://www.anxiouschildhelp.com/>

Other support is available and details can be found as usual on the school website. LSA will continue to support students through our student hub and a wide range of programs. Please remember we are here to help so do get in touch with the attendance team, your child's form tutor or head of year if your child needs any extra support.

Thank you for taking the time to read this email and a reminder of important phone numbers is below:

Absence line: 01253 667411

Head of year 7: 01253 667397

Head of Year 8: 01253 667336

Head of Year 9: 01253 667390

Head of Year 10: 01253 667350

Head of Year 11: 01253 667304

Regards

The Attendance Team