

November 2021

Dear Parent/Carer

We are writing to all Selwood parents and carers to bring the importance of attendance to your attention and to make you aware of our attendance policy.

As you know, a considerable amount of education has been lost due to the disruption of the last 18 months. This makes it all the more important that children attend school regularly. A pupil who has an attendance percentage of 96% and below may struggle to reach their full potential and it is vital we work closely together to support all children in achieving the best outcomes for their future.

Of course, there are occasions when a child is too unwell to attend school, however minor illnesses, such as a common cold or a headache, should not warrant an absence. If over the counter medication is required a medication form can be completed at reception so that it can be administered by our staff.

If you do believe your child really is too ill to attend school please ensure you contact us **before the start of the school day** via the absence line (01373 468615) or by sending an email to attendance.selwood@educ.somerset.gov.uk You must provide a full reason for the absences, it is not sufficient to state that your child is 'unwell'. If a full reason is not given this may be marked as an unauthorised absence. We will request some form of medical evidence for an absence of three days or more.

Please ensure medical appointments are arranged for outside of school hours unless absolutely unavoidable, e.g. an appointment arranged by a hospital. If you do take your child to the opticians/dentist etc. during the school day we would expect them to come in before and after the appointment time and would appreciate a letter supporting this.

If you have concerns that your child has developed symptoms of COVID-19 we recommend keeping them at home, booking a PCR test and informing the school. It is imperative that you inform us as soon you have the PCR test results.

Our Attendance policy is available on the school website where you can see how we strive to promote excellent attendance and punctuality. We are committed to supporting all of our pupils to help them get the very best from their education and will contact you if we have concerns regarding your child's attendance.

Many thanks for your ongoing cooperation.

Yours sincerely



Polly Malone
Attendance Officer

'Let your light shine before others' Matthew 5 v 16
Head Teacher: Mr Daniel Jeffries BA(Hons) MA NPQH

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Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment.