

Sutton House Academy  
Wentworth Road  
Southend on Sea  
SS2 5LG

Tel: 01702 904633

Acting Executive Head Teacher: Mr. E Muca

2 June 2026

Dear Parent/Carer,

**RE: Whole School Attendance Expectations and Support**

At Sutton House Academy, we are committed to ensuring that all pupils have the best possible opportunities to succeed. Excellent attendance is a key part of this, as it enables children to fully access their learning, develop socially, and reach their full potential.

We recognise that families may face challenges at times, and we want to reassure you that we are here to support both you and your child in maintaining good attendance. If there are any barriers affecting your child's ability to attend school regularly, please do get in touch so we can work together to find solutions.

To help us ensure the safety and wellbeing of all pupils, we would like to remind parents and carers of the following expectations, if your child is absent from school, it is essential that you inform us of the reason as soon as possible.

This can be done by:

- Calling the school office
- Emailing the school
- Reporting the absence via the Studybugs app

If your child has a medical appointment during school hours, please ensure that evidence of this appointment is provided to the school office.

Please be aware that if we have not seen a pupil in school for two consecutive days and have not received an appropriate reason for their absence, members of school staff will conduct a home visit. This is part of our safeguarding responsibility to ensure that all children are safe and well.

We hope you understand that these procedures are in place to support our pupils and families and to ensure that every child is accounted for.

If there is anything further that we can do to support you or your child with attendance, please do not hesitate to contact us. We are here to help and work in partnership with you.

Thank you for your continued support.

Yours faithfully,



Miss L Stephens  
Assistant Headteacher/SENCo