

3<sup>rd</sup> January 2020

Dear Parent/ Carer

### Attendance

I am writing to inform you that the attendance levels for Sutton House Academy have improved and I would like to take this opportunity to thank all parents and carers for their support in achieving this.

To celebrate this achievement all students with attendance of 100% will receive a weekly certificate to congratulate them. There will also be a certificate issued for the most improved attendance.

A reminder to all parents and carers is that pupils are required to arrive each morning between **8.30 and 9.00 am**. Breakfast club is available for all pupils, cereal, toast, fruit and yogurts are available.

It is an expectation that should your child not be attending school then you telephone **01702 904 633** each morning your child is absent before **8.30 am** detailing the reason for the absence.

Upon your child's return to school we require a letter explaining the absence.

If your child's general attendance is over 95% the following applies: -

3 days sickness – parent/ carer letter explaining absence on day of return.

5 days sickness – Medical evidence is required (Doctors appointment notification/ prescription slip etc.)

If your child's attendance is below 95% then we require medical evidence for 1 day absence.

The registers are submitted at 9.00am. Should your child arrive at school between 9.10 and 10.00 am they will be issued with an "L" for late mark.

The Sutton House entrance will be closed promptly at 09.10am therefore all children arriving after 09.10am must report to the front of the school and wait to be escorted to class.

Should your child arrive after 10.00am or not at all then they will be issued with a "U" unauthorised absence for that morning. If they do not attend at all then an "O" will be recorded.

The Head teacher will only authorise absence in term time under exceptional circumstances. An application form must be completed for leave of absence. If leave of absence is declined or not applied for, then we are obliged to inform Early Help Family Support – School Attendance Services. They may issue a penalty notice to each parent, for each child taken out of school, this will be £60 if paid within 21 days increasing to £120 if the higher amount is not paid within 28 days

The School Attendance Services will then instigate legal proceedings against you in the Magistrates Court under Section 444 of the Education Act 1996, for failing to ensure your child attends school regularly.

Please remember that regular school attendance is an important part of giving your child the best possible quality first education. Students who miss school frequently can fall behind with their work and do less well in exams. Research suggests that students who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

I thank you for your continued support.

Yours sincerely

Alexis Bull  
Head teacher