



September 2019

Dear Parents/Carers,

REF: Attendance at The Bourne Academy

As we start the new academic year, I write to inform you of our systems to address one of our OFSTED key issues of improving attendance. Whilst the Academy expectation for attendance is 100% the Government target is 96%. Last academic year our attendance was 93.3% and this needs to improve.

Your child's attendance is important as research has shown that children with good attendance make better progress, achieve better academically and form stronger relationships within the Academy community.

Students who attend 90% or less are considered 'persistently absent' by the Government and their names are part of our data submission to the Local Authority on a half-termly basis.

Illness

If a student is ill, please ring on every day of absence to let us know why they are not in the Academy so that we can authorise the absence. If we do not hear from you by **9:30am** we will be getting in touch with the second contact that you have registered. **Only keep your child off school if they are too unwell to attend.**

We are currently experiencing a lot of student absence for very minor reasons such as students being tired, having blisters, colds or headaches and these students should be in the Academy.

If a student's attendance falls below 90%, we will not authorise any absence due to sickness without medical evidence, such as a doctor's note or a prescription. Any absences for sickness of five days or more will require medical evidence for it to be authorised by the Academy. If we do not receive medical evidence, a penalty notice will be issued.

Medical appointments

Please make medical/dental appointments outside of Academy hours. If you do need to take your child to an appointment, please bring them to the Academy before their appointment and return following it. This way your child will receive their attendance mark for both the morning and afternoon sessions.

Leave of absence in term time

We are unable to authorise any leave of absence during term-time unless there are very exceptional circumstances and they have been agreed in advance by the Principal. All unauthorised leaves of absence will result in legal action being taken. This legal action may take the form of a penalty notice.

Lateness

The Academy opens at 8:20am and students are expected in by 8:40am. Students who arrive after this time will receive a break time detention. Students who arrive after the registers have closed are recorded as absent and this is considered as an unauthorised absence for the morning sessions. Parents/carers of students who consistently arrive late after the registers are closed may be subject to a penalty notice.

Monitoring of attendance

Attendance is monitored on a weekly basis at the Academy by the Vice Principal, Education Social Worker and student's Head of House/Head of Year 11. We will inform you by letter if a student's attendance falls below 96%. If a student's attendance falls below 90% we will inform you by letter that he/she is persistently absent and will invite you to attend a meeting to support you with improving the attendance. At this point, no further absences will be authorised and a penalty notice may be issued for non-attendance.

I hope that we can work together to ensure that our students are attending the Academy regularly and are, therefore, able to achieve their best. Our Heads of House, Head of Year 11 and Education Social Worker are very happy to support you with your child's attendance in any way and I urge you to contact them if you would like any assistance.

Yours sincerely,

Mr M Avoth
Principal

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