

SSL/LFA

12th September 2022

Dear Parent/Carer

Re: Attendance and Punctuality

I am writing to inform you that the Academy will continue this academic year with the attendance initiative we launched last year. We revised our procedures and will be working with parents and carers to improve attendance and punctuality. This is because research has shown regular attendance and good punctuality are crucial factors in students achieving their full potential. Central Academy is committed to providing a full and efficient education to all, and encouraging our children to strive for excellence. Therefore, for a student to reach their full educational achievement, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the Academy every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at Central Academy.

The target attendance figure for all students is a minimum of 97% attendance. Based on current attendance figures your child will be placed in one of the following groups below. Your child will be informed of their Attendance Group.

Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement

– Amber Group

The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement

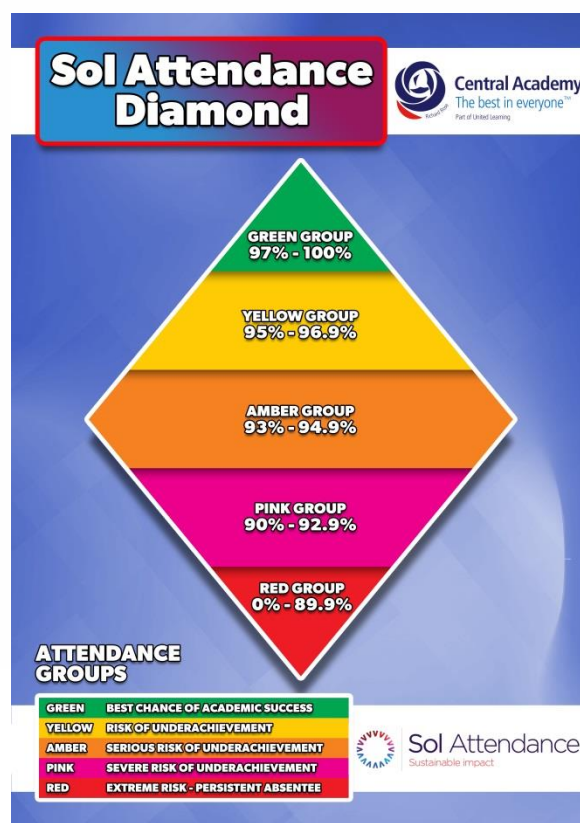
– Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement

– Red Group

The child attends for 0% - 89.9% of the time.



Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning and achieve full potential here at Central Academy. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

Ensure your child attends every day, on time, equipped and ready to learn. Line-up in the morning takes place at 8.25 am, with lessons beginning at 8.35 am. All students need to be onsite and in line-up by 8.25 am.

Ensure the Academy has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the Academy. This ensures that truancy is quickly identified.

If your child is ill, contact the Academy and provide an explanatory note on their return to the Academy. Please make sure you telephone the Academy every day your child is absent. The Attendance telephone number is 01228 822070.

If you wish to check that your child has arrived at the Academy, contact the Academy Attendance Office, they will inform you if your child has been registered.

If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the Academy is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record.

- Ensure that medical appointments are made outside of Academy time.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in Academy time. Holidays will not be authorised during term time.
- Respond to Academy letters, emails or telephone calls regarding attendance and punctuality.
- Contact your child's Head of Year/Year Team Manager if you are experiencing difficulty in getting your child into the Academy.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Central Academy.

Yours faithfully



Mrs Slater
Assistant Principal

