



Central Academy

The best in everyone

Part of United Learning

DMA/LFA

18th September, 2020

Dear Parent/Carer

I am writing to update you on our school attendance procedures for this academic year.

So far this term our attendance has been very strong and significantly above national benchmarks for the first two weeks. As this term progresses we are keen to maintain and build on this excellent start and wanted to remind you of some key procedures:

Reporting an absence – Please contact the school absence line on 01228 822060 as soon as possible on your child's first day of absence. It is important you provide specific information as to why your child is absent so we can code them correctly. Please note any student with attendance below 95% will have their absence un-authorised unless you can provide medical evidence, or it has been pre-authorised by the Academy.

COVID-19 – If your child has any of the Covid-19 symptoms (please look on our website) your child must stay at home and request a test. Your child cannot return to the Academy until we have received confirmation of a negative result. You can either call the Academy or send the result to attendance@rrca.org.uk. Please be reassured that if your child is absent with Covid, self-isolating or with symptoms their absence is authorised and does not impact on their overall attendance. From Wednesday 21st September students will have access to an interactive timetable which allows them to work from home whilst waiting for test results, please click the banner 'Covid 19 timetable' on the school website for more information. For further information on Covid-19 and self-isolation procedures please look at the attendance tab on our website.

Holiday requests – Holiday requests will run as normal. If you are requesting a holiday during term time, please complete the holiday form on the school website and submit in writing to the Principal. Please note it is highly unlikely that holidays in term time are granted and un-authorised holidays may result in a fixed penalty notice (FPN) from the Local Authority.

From next week we will be starting our attendance graduated response in-line with our updated attendance policy. This process is a supportive measure to ensure all students attend the Academy and get the best opportunities available to them.

I would like to thank you for your continued support.

Best wishes

Mr Markham
Vice Principal



Principal: Miss C Bacon

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