

Dear Parent/Carer,

I wanted to introduce myself as attendance officer at Bluecoat Wollaton Academy and start with a thank you for your commitment to ensuring your child attends the academy well.

At Bluecoat Wollaton Academy we strive to give every child the opportunity to reach their full potential, a key part of this is working together with families to ensure our pupils are in school, on time and ready to learn. As we draw to the end of the academic year I wanted to reiterate our attendance expectations and inform you of some new processes that will be put in place from September onwards as we know attendance and attainment are directly linked.

Ideally every child should be in school 100% of the time, however we can appreciate that there may occasionally be good reason for absence. Our expectations are that no child falls below 98% attendance.

Please remember:

* Medical evidence for any further authorised absences due to illness. This includes medical and dental appointments.
* If your child has more than two bouts of sickness and diarrhoea in one academic year then you will need to provide medical evidence before this is able to be authorised.
* Leave of absence in term time will **not** be approved unless there are **exceptional** circumstances. All requests must be sent to Mr. Rowson as principal who will make the decision on whether the absence is approved or not.
* Should you choose to take your child out of school during the period requested without approval, the absence will be marked as unauthorised on the school register and the matter will be referred to Nottingham City Council, (the Local Authority), for consideration of a penalty notice.
* It should be rare that our students arrive late the academy, students that arrive past the register closing without a valid reason from you as parent/carer will receive a mark for truancy and a sanction too.
* Students who arrive late to the academy once will receive a break detention and more than two lates in a half term will result in lunchtime detention each time.

We are proud of many of our students that attend the academy well each and every day, always arriving on time. Whilst writing it is a good opportunity to remind you that each child can enjoy a free breakfast in our dining area before the school day officially begins.

As always we thank you for your support in this matter and I look forward to seeing all of our students back in school in September.

Yours sincerely,