



Attendance News

**Congratulations to all the students who achieved 100% attendance last half term.
Postcards and rewards have been given out in assemblies.**

Dear parent/carer

We have been doing a great deal of work with all students regarding the importance of good attendance and punctuality at school. Research and experience shows that students who attend school at least 97% of the time will achieve to their potential and be successful in their chosen path. As a parent you have a duty to support your child with this and we ask you to take notice of the following information:

Punctuality - students must be in school at 8.45am. This is a time when important information is given out and students are supported to start their learning day positively. We continue to give after school detentions to students who are late more than once in a week and continue to contact families where students are continuously late. Please note that late after 9.00am has an impact on a child's overall attendance figure also.

Medical appointments - If your son/daughter has to attend a medical or dental appointment during school time, the appointment letter or card should be brought into school at least 24 hours before the appointment and shown to the Attendance Administrator or your child's Head of Year/Assistant Head of Year for authorisation and appropriate register recording. You may be contacted to discuss the appointment further. Students must be collected by a parent only, to attend their appointment.

Leave of Absence requests - We are still having a large number of requests for leave of absence for students during term time. Please note the information below when deciding to take your child out of school :-

- Leave of Absence requests should be made at least 10 school days prior to the leave.
- Leave of Absence will only be granted in exceptional circumstances and is at the discretion of the Headteacher.
- Where a student takes an unauthorised Leave of Absence, the school will notify the LA for the consideration of a Penalty Notice.
- Due to the school being full and students waiting for places at Holly Lodge High School, if you choose to take your child on unauthorised Leave of Absence, you are at risk of your child losing their place.

If you would like to discuss your son/daughters attendance and/or punctuality or would like any support, please contact their Head of Year or the Attendance Administrator.

Thank you for your support in this important matter.

Yours faithfully

Mrs Southall (Deputy Head)