

Dear Parent/Carer,

27/05/2022

I am writing to you to ensure that you are clear and aware of the school expectations and procedures regarding attendance and reporting absence.

As you are aware, good attendance and punctuality to school is intrinsically linked to high attainment and positive wellbeing. This has become even more prevalent within the current context of a global pandemic. Research shows that children who attend school regularly are happier learners than those who miss school on a regular basis. Children who miss school often fall behind with their studies and can become socially isolated.

Any student that is late in the morning will be sanctioned with a lunchtime detention on the day that they were late. Repeat offenders may have detentions escalated to a whole school centralised detention

Late arrivals/Early departures

If a student arrives late to school, they must sign in at reception with a member of the school office reception team.

Any students leaving before the end of the school day for any reason must sign out at reception before they leave.

Students may only leave early if the school has previously been advised by a parent by email **heron.attendance@northstartrust.org.uk**, telephone (02088084439631), letter or have a signed note in their planner from a parent explaining the reasons.

Reporting an absence for illness

If a student is absent or late due to illness, or an appointment, the parent must inform the school either by telephone on the attendance line 020 8443 9631 option 1, on each day the student is absent or an email to **heron.attendance@northstartrust.org.uk**. A specific reason must be given for the absence. The school may ask for medical evidence to be provided if a student's attendance is irregular or continues for a sustained period.

Reporting an absence for a medical appointment

We ask that all parents seek to arrange medical appointments where possible outside of the school day. Where this is not possible, the parent must inform the school of the medical appointment with 24 hours notice showing proof of the medical appointment date and time. This can then be entered

onto the school register in advance to inform all staff that a student is at an approved medical appointment.

Requesting a holiday/leave of absence during term time

No parent will be permitted to take their child out of school for a holiday during term time. All holidays must be taken during the published school holidays. Taking children out of school during term time means they would be losing valuable learning time.

If your child is absent from school because of a holiday which has not been agreed, then this will be classified as an unauthorised absence and you may be fined, legal action taken against or you could jeopardise your child's school place.

Only the Headteacher has the authority to authorise a leave of absence. This should only be requested in exceptional circumstances such as the bereavement of an immediate family member. If you feel that the circumstances for an absence is exceptional then an application must be made to school, prior to any arrangements being made. The school will then decide whether the absence can be authorised.

To request such an absence, please use the Leave of Absence Form, located within the Attendance Policy, alongside any supporting evidence a minimum of 14 days before the absence. Once completed, bring it to the schools reception in a sealed envelope address to The Attendance Team, Heron Hall Academy.

If you would like to discuss anything relating to the attendance policy, or how to report an absence, please do not hesitate to contact me on the school contact details provided.

Yours Sincerely,

Mr M. Molokwu

Assistant Headteacher