

7 December 2016

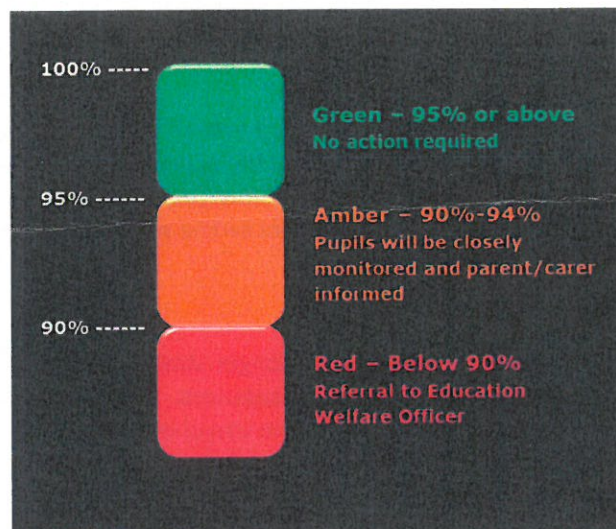
Dear Parent/Carer

Attendance and Punctuality Bulletin

We are very concerned about the attendance and punctuality at Weelsby Academy. We wish to remind everyone of our expectations and your responsibilities as parents/carers.

We will continue to apply the 'traffic light system' to monitor attendance which is shown below:

Green, Amber and Red Attendance System At Weelsby Primary Academy our target is **95%**



Please find attached your child's current attendance certificate. If there are any 'N' codes (no reason yet provided for absence) and you have not yet provided a reason to the school office, please ensure this is updated as soon as possible otherwise the absence will be unauthorised.

It is the responsibility of the parent/carer to contact school **on the first day of absence** if your child is ill and unable to attend school. When attendance is already a concern this will not be authorised without medical evidence. If your child has an appointment during the school day please ensure that you provide proof of this, for example a hospital letter, doctor/dental card.

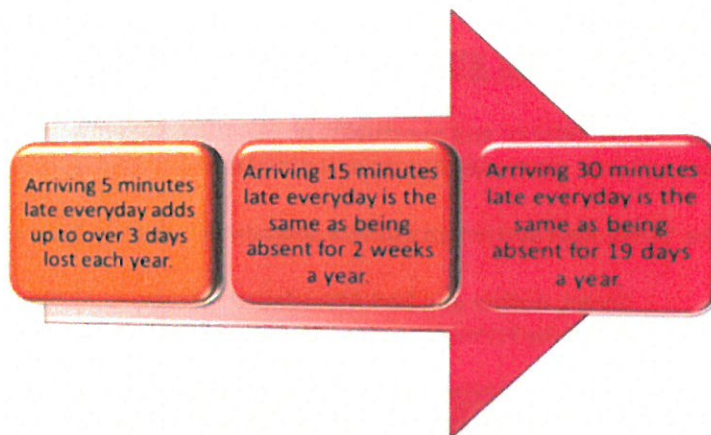
We have two Education Welfare Officers at Weelsby Academy who are monitoring attendance, supporting our families, and following legal processes where required. They are Mrs Nicola Spray, who works across several Delta Academies locally, and Mrs Lisa Wilkin from the Local Authority Education Welfare Service.

Punctuality

Are you **Here On Time**?

Late arrivals at school directly affects your child's education. This also doesn't allow them the social time to settle with their friends, they may feel upset or embarrassed, and it disrupts the rest of the class.

Being frequently late for school means lost learning:



Important information about changes in registration

The school day at Weelsby starts at 9am with assembly. From 4th January 2017 **registers will be closed at 9.15am**. Any children arriving between 9.00-9.15am will be recorded as a late arrival, any pupils arriving after this time will be recorded as having an unauthorised absence (after registers closed). Gates open at 8.30am at the field entrance and 8.45am on Hilda Street. **Gates are locked promptly at 9.00am**.

Requests for Leave of Absence

Government guidelines are that Head Teachers are no longer able to authorise any leave of absences (holidays) in term time **other than in exceptional circumstances**. If this cannot be avoided, it is important that any requests are completed on a form available from the school office. **We are not able to authorise any leave of absences retrospectively**.

Attendance Reward

From January there will be a raffle every week and if your child's name is drawn out and they have been in school every day and on time they will receive a £10 Asda voucher.

Please do not hesitate to contact us if you have any queries. We look forward to your support in improving our attendance record at Weelsby Academy.

Yours faithfully

Julie Saunders
Executive Principal

Carol Walker
Associate Executive Principal