

Thursday 30<sup>th</sup> September 2021

Dear Parent / Carer,

Thank you so much to the vast majority of parents who get their children to school every day and on time. Your children are having the very best chance of a fantastic education.

We have recently updated our attendance policy. <https://staracademy.atrust.org.uk/wp-content/uploads/sites/4/2021/09/ATTENDANCE-PUPILS-2.0WEB.pdf>

We expect our children to have 97% attendance or above at the end of the school year. As a reminder of this, as attendance falls, we will use the following letters:

When attendance falls below 97% - yellow letter to inform parents.

When attendance falls below 95% - amber letter to warn parents of lost learning.

When attendance falls below 93% - red letter to warn of lost learning plus phone calls made by class teachers, on a daily basis, to check welfare and support attendance.

When attendance falls below 90% - Education Welfare to support Persistent Absenteeism

We do understand that children fall ill. On these occasions, we can support in ensuring that correct medicines are given if you complete a form for us at the office. You may be asked for letters to clarify appointments and doctor's prescriptions. This helps us to keep accurate records of illness and have a greater understanding if a child has a reoccurring illness.

**It is vital that you call the office on the first day of illness - 01782 235055 before 9am. Please do not send messages through Class Dojo as these do not always get seen in time.**

### **Lateness**

It is really important that children get to school on time. Being late means that your child misses the first part of the school day as learning starts straight away at 8:50am. It can also be really embarrassing for some children when they have to walk into a classroom where their peers are already learning.

The times are as follows:

Doors open at 8:40am.

The academy day starts at 8.50am. All pupils should be in their classroom at this time.

The morning registration session starts at 8.50am.

Attendance after the register closes at 9am pupils will receive a mark to show that the pupil is late (L).

Attendance after 9.15am will receive a mark to show unauthorised absence (U).

An unauthorised absence is the same as a child not attending for the whole morning. This will affect their overall attendance and could result in fines. You will be told on arrival whether your child will receive a late mark or an unauthorised mark in line with our attendance policy.



Mrs. Wildman  
Principal

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