



AIM

November 2018

Welcome to November's edition of AIM (Attendance Issues Matter). It is hoped that this newsletter will assist in keeping you informed of all the support available within the Academy to promote good attendance and keep you up-to-date of any changes. If you have any questions or concerns regarding your child's attendance or punctuality, please do not hesitate to contact a member of the Attendance Team.

Punctuality

Parent/carers should be aware that the Local Authority can issue Penalty Notices for persistent absences and for holiday taken during term time. In addition to this, the Academy can request a fixed penalty for any student who is persistently late for school (after the register has closed). If a student accumulates 10 or more 'U' codes (late arrival after registration) within a 12 school week period then the Academy WILL make a referral for a fixed penalty notice to be issued.

All students should arrive in school prepared for their first lesson to **start promptly at 8.50a.m.**

NOTES, NOTES, NOTES

The Attendance Team **MUST** receive a written note from a parent/carer for any absences from the Academy. This is vital for when the Academy's registers are inspected by the Local Authority as we need to provide evidence for our coding. If notes are not received then there is a risk that the absence will be unauthorised which may have a significant impact on your child's attendance record and could possibly lead to the Education Welfare Worker becoming involved. Once a student receives 20 unauthorised absences, then a referral could be made to the Local Authority.

Notes **MUST** also be provided for any absences during the Academy day. If a student requests to leave for an appointment and a note has not been provided then, unfortunately, the student will not be allowed to sign out. The Academy has a duty to safeguard our students and we must ensure that adult supervision of students is maintained at all times and therefore, when writing the note please state who is collecting your child for the appointment. Due to the demands on Support and Guidance, staff members do not have the time to contact home to confirm such appointments.

All students must collect an off-site pass before leaving for any appointment. These passes are issued at Support and Guidance **before** the start of the academy day after receipt of a note from home. If you collect your child and they do not have a pass, please send them to Support and Guidance before leaving.

Medical Appointments

If your child is required to attend a medical appointment during the academy day, please try to minimise the amount of time your child is absent from lessons. The Attendance Team has taken the decision that for the majority of medical appointments, **only half a day will be authorised**. If possible, please provide the Academy with a copy of the appointment letter/card and remind your child to sign in and out before and after any appointment.

Social Media

Parents/carers have a responsibility to closely monitor their child's use of the internet and decline registration to any apps if thought inappropriate. As an Academy we educate our students about the dangers of posting comments and photos onto these sites and this is discussed regularly in assemblies, Progress Mentor time and during lessons. Despite this, some students continue to use these sites inappropriately. Most of the inappropriate use of the internet is done from home or on a students' mobile devices either during the evening, weekends or holidays.

Medical Room

Could you please remind your child that visits to the medical room during lesson time is for **emergencies only**. We politely ask you not to send your child into school expecting to get medical treatment. The Academy is fortunate to have two medical professionals to manage unexpected illness during the school day but there are limitations as to what treatment they can offer and to how many students.

Leave Requests

If your child requires leave from the Academy, please remember to complete a 'Leave of Absence' request form which can be either collected from Support and Guidance or downloaded from the de Ferrers website. All information regarding leave is available to read on the academy's website.

Uniform

Please remind your child that the Academy is a place for learning and not an opportunity to show off the latest designer clothing, piercing or colourful hairstyle! The uniform requirements and restrictions to jewellery and make-up are clearly detailed on the Academy website. Under no circumstances are facial piercings such as a nose stud, smiler, lip or tongue piercing allowed to be worn while your child is at the Academy. This also includes clear studs/bars. The Academy does not want a fashion accessory to affect your child's attendance and attainment.

Academic Summaries

Please be aware that the attendance percentage shown on the academic summary does not follow the academic term dates. The date ranges are as follows:

5th September 2018 – 9th November 2018
12th November 2018 – 18th January 2019
21st January 2019 – 29th March 2019
1st April 2019 – 28th June 2019

**EVERY CHILD, EVERY SEAT,
EVERY DAY, ON TIME**