

Thursday 18th January 2024,

Dear parent/carer

Attendance and punctuality to school

Spring term should be treated as a fresh start to the new academic term. The Department for Education has launched the 'moments matter, attendance counts' national campaign. This is focused around tackling the one-day pattern of absences that some students have. If your child is struggling with attendance to school, please reach out for help and support from our Home School Link – Mrs. Smith, Wellbeing Hub – Mr. Deer or our heads of year.



Punctuality

Most students get into school on time. Sometimes we have lateness due to road works etc and this is understandable and recognised. Sadly, we also have some issues of lateness due to routines and organisation in the morning. If your child is late to school, with no mitigating circumstance, you will receive a text message to alert you of their lateness to school.

From Monday 29th January, any student who has accrued over thirty minutes of lateness to school in the previous week, will be issued a catch-up learning consequence of an hour on the Monday evening with a member of the senior leadership team. If your child is struggling in the morning with regards to attending school and as a result is late, please contact the school to enable us to help them feel more comfortable and supported in the school environment.

Requests for leave of absence.

As per the JTMAT attendance policy, requests for leave in exceptional circumstances should be made at least two weeks in advance of the event and in writing using the Leave of Absence Request Form given in appendix E of the attendance policy on our website. Retrospective approval for absence cannot be granted. Holidays will not be deemed as exceptional and will not be authorised.

Finally, I would like to reiterate the support available to your child with regards attendance matters. Please reach out for that support if needed,

Yours sincerely,

Victoria Deer
Deputy Headteacher