

NW/kt

Parents
Address

Dear Salutation

Re: Attendance Levels - Name

The Vale Academy is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at The Vale Academy, it is vital that they achieve excellent attendance and punctuality. **We would therefore like to take this opportunity inform you that [name] attendance is currently below 95%.** Although this may not seem low, it equates to 2 weeks of missed schooling over an academic year.

In order to support all students in achieving excellent attendance we will be making some minor changes to the way in which we record absences which you need to be aware of. With immediate effect, uncertified illness of more than 3 days will no longer be authorised (unless there is an ongoing medical condition for which we already have evidence). Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the academy is not asking any parent to incur a charge for such information and will not be liable for the cost.)

Please see below for clarification with regards to absence in term time:

- If your child is to be absent, please contact the academy EVERY DAY before 8:25am 01652 294511.
- If your child is absent and they see a medical practitioner, please provide the academy with evidence of this on their return (appointment card, prescription packet etc.).
- Illness of over 3 days will not be authorised without medical evidence.
- During an academic year, when a student has had three separate illness related absences, any subsequent absence will not be authorised unless medical evidence is provided.
- If your child has any medical appointments during school time, please ensure they bring their appointment card/letter to Reception. Where possible, students should attend school before/after the appointment. If the appointment is early morning, please ensure they have an appointment card to avoid a late detention being issued.
- If your child's attendance falls below 90%, a member of school staff may do a home visit every time your child is absent.
- A Notice to Attend may be issued when a student has unauthorised absences recorded in the register. Should there be no improvement; a Penalty Notice (fine) may be issued.
- If parents/carers remove their child from school during term time for the purpose of a holiday, a Penalty Notice (fine) may be issued.

We thank you in advance for helping to support [NAME] to improve their records of attendance and remember if you have any concerns relating to attendance, please do not hesitate to contact our Attendance Officer, Mrs Ransford on 01652 294511.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mrs Williams', with a stylized flourish at the end.

Mrs Williams
Principal