



18 December 2018

Dear Parents/Carers

Re: **Attendance and Safeguarding.**

We are writing to remind you of the importance of attendance and punctuality to the academy. As an academy we must report any students who are missing for any period of time (one day included). Students are legally required to attend school for 190 days [an academic year] and have the other 175 days for holidays family events, birthday celebrations etc.

When a student is absent you must call the academy, and supply medical evidence as to the reason for the absence.

Following advice from KCC we are changing our procedure for reporting your child's absence. We need to speak first hand to Parents/Carers, therefore from January 2019 we will be removing the answerphone facility within the academy.

In future, should your child be absent, you will need to call and speak directly to the Attendance Officer (Mrs Sturmer on 01580 712754 Option 1) between 9 and 9.30am.

Yours sincerely

Mr Mike Endicott