



Great Wyrley Academy

A part of the Windsor Academy Trust

Headteacher: Mr Ian Moreton, BSc Hons, NPQH, FCCT

Ref:mne/gwaadmin/JDO-attendanceupdate

4 May 2021

Dear Parent/Carer

RE: Update on Attendance

Here at Great Wyrley Academy we take attendance very seriously. We know that children who attend regularly achieve more, have closer friendships and thrive in school. We would like to take this opportunity to remind parents of how together we can help improve the attendance of all children and to congratulate the many parents who make sure their children attend school regularly.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence. For this reason we have unfortunately had to take a small number of parents to court.

- The initial penalties are £60-£120 per parent or step-parent, which can therefore equate to up to £240 per child.
- In the last two years we have had two instances where persistent non-attendance led the courts to issue higher fines of £600 and £800.

The target attendance figure for all students is a **minimum of 97% attendance**. This equates to no more than 5 days of absence over the whole school year. Parents will be informed where attendance falls below 94% and court action will be considered where attendance falls below 90% which is approximately one day of absence every two weeks.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning, and achieve their full potential here at Great Wyrley Academy. There are a number of important steps that you can take to ensure that your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. Minor ailments such as a headache are not reasons to not attend school.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent or late and you have not contacted the school. This ensures that truancy is quickly identified.
- If your child is ill, contact the school and provide an explanatory note on their return to school. Please make sure you telephone every day your child is absent.

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Place of registration: England



- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a falling attendance record.
- Ensure that medical appointments are made outside of school time.
- Holidays are not to be taken in school time. Holidays will not be authorised during term time.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact Mrs Herrington on the school number if you are experiencing difficulty in getting your child into school.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Great Wyrley Academy.

Yours sincerely

A handwritten signature in brown ink, appearing to read 'J. Dovey', with a long horizontal flourish underneath.

MR J DOVEY
Deputy Headteacher