



# Nova Hreod Academy

The best in everyone™

Part of United Learning

18<sup>th</sup> September 2018

Dear Parent/Carer

As we start a new academic year we write to remind parent/carers of our attendance expectations. The Government, and the Academy, expect minimum attendance at 95% and we monitor attendance daily, always aiming for 100% attendance as this maximises learning opportunities. Evidence shows that students who attend school regularly make better progress both academically and socially. Every lesson counts and it is this commitment to learning that will have a positive impact on attainment and progress. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behaviour and have a better chance of achieving their full potential.

When students are absent for just one day of school a month (even when the absences are authorised) it can have a negative impact. Those that miss an average of just one school day a month often have difficulty keeping up with their peers academically and tend to fall behind. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships and are significantly more likely to be set up for a strong future.

Good attendance is an expectation of employers and it is proven to have the biggest impact on student outcomes than any other factor, apart from good teaching of course. We trust that you appreciate the importance of attendance and thank you in anticipation of your support. Any time your child has an appointment in school time, medical evidence of this needs to be provided in advance (see over for more details). Once attendance falls below 95% we expect medical evidence to support all absences.

If any student's attendance falls below 95% we will implement a series of actions to address this, such as writing to, or meeting with, parents/carers or following a graduated response of statutory measures. If a student misses school without good reason and there are a series of unauthorised absences a fine will be issued. If this has no impact Education Welfare at the Borough will be involved, which will form part of a legal process. We will no longer send out termly letters to update parents/carers about warning periods.

Should there be any issues with attendance please ring the Attendance Office on 01793 549102 to discuss matters. The attendance policy is on our website, should you wish to view this. Please see reverse of this letter for further information.

Yours sincerely

**Nick Wells**  
Headteacher

**Penny King**  
Assistant Principal: Head of Academic & Pastoral Support Services

**Raise your child's attendance - raise their chances!**

Headteacher: Nick Wells

Nova Hreod Academy is part of United Learning. United Learning comprises: UCST (Registered in England No: 2780748. Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity). Companies limited by guarantee. VAT number 834 8515 12. Registered address: United Learning, Fairline House, Nene Valley Business Park, Oundle, Northamptonshire, PE8 4HN

Nova Hreod Academy  
Akers Way, Swindon  
Wiltshire SN2 2NQ  
t 01793 528800  
f 01793 549111

e [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk)  
[www.novahreodacademy.org.uk](http://www.novahreodacademy.org.uk)



### **You can help your child not miss school by:**

- making sure they understand the importance of good attendance and punctuality
- ensuring they arrive on time every day and reporting absences to school promptly – late arrivals impact on attendance and may count as an unauthorised absence and will now attract a 30 minute detention that same day and if continual, a fine may be issued
- taking an interest in their education - ask about school work and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their House Manager know about anything serious
- not allowing time off school for minor ailments - particularly those which would not prevent you from going to work (if necessary, medicate, send to school and we will monitor)
- ensuring your child does not miss school just because they have been sick once - only if sickness is catching (if they have several bouts of sickness accompanied by raised temperature, likely it is a bug) will the 48hr rule apply
- arranging appointments and outings after school hours, at weekends or during school holidays, which will prevent disruption to your child's education and to the school (a medical appointment, if necessary during school hours, should not usually result in an entire day of absence and we would expect a student in prior to and/or after the appointment)
- ensuring if your child is sent home for any reason and you are required to come in for a meeting, this is done as a priority, as continued unnecessary absence will not be authorised

### **Absence will not be authorised for reasons such as the following:**

- To care for other family members
- Birthdays
- To interpret for other family members
- Not having school uniform/shoes
- Bullying
- Friendship problems
- Head lice (treat, then send to school)
- Family holiday (unless there are extenuating circumstances which is why it is important to complete an absence request form, available from the Attendance Office)
- Family anniversaries/weddings (although absence request form should still be submitted as this is at discretion of the Academy)
- School refusal

### **What is medical evidence?**

Medical evidence should be provided prior to any absence, if possible, for appointments falling during school hours. We do not ask you to pay for a letter from the medical practitioner but the following will suffice:

- Dental/Doctor appointment slip or card
- Hospital appointment letter
- Prescription packaging showing name of student