

Dear Parent/Carer

School Attendance

Wigston Academies Trust is continually striving to raise attendance levels in order to maximise the educational achievements of all students. There is a lot of current research available which clearly shows that even small amounts of absence from school have a negative impact on achievement and attainment.

Please can you ensure you carry out the following if your child is absent from school:

1. Telephone the school every day to report the absence on 0116 288 1228.
2. Choose option 1 to leave a brief message on the student absence voicemail.
3. If we do not have a reason for absence by break time during the school day, we will send a message requesting the reason. Please respond to this as soon as possible. It is important you keep all your contact details up to date for this purpose.

If your child arrives late to school due to a medical appointment and is unaccompanied by a parent/carer, please ensure they have a letter from home or a medical card to confirm their lateness. If you know your child is going to be late to school, please contact us with the reason. A break time detention will be issued for arriving late to school without good reason. Persistent lateness to school will have an impact on attendance levels.

Attending school is a legal requirement and is subject to various education laws. If attendance levels drop below a certain level, you will be contacted to alert you to this and a period of monitoring will take place. Regular and/or prolonged absence due to illness will require medical information from the GP/hospital. Non-urgent appointments should, if possible, be made out of school hours. If a whole day's absence is required for an appointment this will need to be authorised, based on the information provided.

Absence requests during term time

Government legislation, which came into effect on 1st September 2013, prevents Headteachers from granting any leave of absence during term time, unless there are exceptional circumstances. Full details can be found at www.leics.gov.uk.

Please send any leave requests in writing to myself as far in advance of the absence as is possible. Any decisions will be confirmed in writing or, if the response is required urgently, by telephone with written confirmation after. If the reason is not deemed to be an exceptional circumstance, or holiday has been taken without notification, then the written response to parents/carers will indicate that the absence will be unauthorised. Medical evidence will therefore be required for absences of four days or more if this time off is taken due to illness.

If you have any concerns or queries regarding your child's attendance, please do not hesitate to contact the school. We have a network of support in place for parents and students who require it. I thank you for your co-operation in this matter.

Yours sincerely

Mr Connor Acton

Attendance Co-ordinator



ATTENDANCE = ACHIEVEMENT

% Attendance	Missed Lessons	Missed Days
100%	0 lessons	0 days
95%	45 lessons	1 week and 4 days
90%	95 lessons	3 weeks and 4 days
85%	140 lessons	5 weeks and 3 days
80%	190 lessons	7 weeks and 3 days
75%	230 lessons	9 weeks and 1 day

Research suggests that 17 missed school days per year equates to a drop of 1 GCSE grade.

There are 365 days in a year – 175 of those are not spent at school. It's more important than ever to ensure that your child's attendance is above 95% - courses are tougher and missed content is harder to catch-up.

If you require support with your child's attendance or would like any further information, please do not hesitate to contact their Head of Year.

Did you know that arriving 5 minutes late every day adds up to over 3 days lost each year?

ATTENDANCE MATTERS

**EVERY DAY
COUNTS START
TO FINISH**

