

Dear Parents/Carers

Child Absences

If your child is unable to attend school, can you please telephone the academy office and leave a message on our absence line before the beginning of the school day. This is so the office staff can update our electronic register which then informs the class teacher of your child's whereabouts.

If you are unable to contact the office beforehand, a text message will be sent home after the register has closed, asking you to contact the office to inform us of why your child is absent from school. If you could reply to these text messages, we would be extremely grateful. They are borne out of concern for your child's welfare and we do have to annotate the register on a daily basis as to where a child is if they are not in nursery or reception.

Although your child is not of legal school age until they reach five, and there is no obligation for him or her to attend school until the term after their fifth birthday, we still keep a register of their attendance.

We like to encourage parents to get into a good routine with their children who are under five years old, ready for when they reach compulsory school age and beyond so that the attendance of all our children is of a high level. We pride ourselves on our attendance target and therefore have the same expectation for all children that attend the academy, regardless of age.

This also means that any family holiday requests are not authorised unless there are exceptional circumstances. Penalty notices are not issued for those children under five, but we would still only authorise a leave of absence if the reason was deemed exceptional. If you are planning on taking your child out of school during term time, can you please pick up a 'leave of absence' request form from the office. Again, it enables us to keep the register up to date with those children who will not be in attendance.

Thank you for your co-operation. We really do appreciate the communication we receive from parents/carers on this matter. We hope you understand that setting a good example regarding attendance in the early years really does lay a good foundation for their future primary education.

Yours sincerely

Waycroft Academy Admin Team