



Dear parent/carer,

Exeter-a learning community is committed to providing a full and efficient education for all pupils. Regular and punctual attendance is of paramount importance in ensuring that all children have full access to the curriculum. We believe that all children are entitled to a world class education that will equip them to become fully participatory members of society. We aim therefore to ensure that our children have access to high quality learning experiences, where emotional well-being, academic achievement, physical development and high expectations are placed firmly at the centre of all we do. Irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

Punctuality

The school is working hard to improve attendance and the punctual arrival of our pupils as these factors considerably, effect the children's work and achievements. It is imperative that children should be in their classrooms by 08:55am at the latest as this is the time at which the register is taken. **From September 2016, any child that arrives to school after 09:10am will receive an unauthorised mark in the register.**

Dental and medical appointments

Parents and carers are asked most earnestly not to arrange these appointments during school sessions, except in cases of urgency, so that considerable interference with school work is avoided. Please do not keep children out of school for the whole day unless absolutely necessary. To enable the school to authorise medical appointments, evidence must be provided.

Afternoon registration

If a child is removed from school before the end of the school day, the child will receive an unauthorised mark in the register; unless evidence is provided to show a medical appointment is being attended.

Leave of Absence

Northamptonshire County Council states:

“School attendance is a key area. In line with government expectations, the Local Authority firmly believes that for pupils to progress and achieve their full potential, they need to attend school. Changes of legislation in 2013 mean parents are no longer entitled to take their child on holiday in term time. Any application for leave must only be in exceptional circumstances and the Head of Academy must be satisfied that the circumstances are exceptional and warrant the granting of leave. The Head of Academy would not be expected to class any term time holiday as exceptional.

A Penalty Notice may be issued:

- When a pupil has a minimum of 10 school sessions (5 consecutive days) recorded as unauthorised.
- Persistent late arrival at school after the register has been taken and is recorded as an unauthorised absence.”

I should like to take this opportunity to thank the children, staff and you, the parents, for your support and continued co-operation with regard to school attendance and punctuality.

Yours sincerely

Helen Johnson
Head of Academy