



Monday 11 June 2018

Dear Parent/Carer

Please see below for information related to attendance.

Lateness

It is important for children to arrive at school on time as lateness is detrimental to their learning and the learning of others. Registers will be taken on the school bus at 8.55am each day. If your child misses the school bus, then please ensure that you bring them to school by 9.20am at the latest for the start of the school day. Children who arrive at school by 9.20am will not be marked as late.

If your child arrives at school after 9.20am in the morning, **then they will be marked as late.** Likewise, afternoon registration takes place at 12.45pm so any child arriving after this time will be marked as late. Lateness is monitored closely and persistent lateness is followed up with parents/carers.

Persistent lateness is also reported to the Local Authority Attendance Officer.

Illness, Medical and Dental Appointments

A parent/carer should phone the school to inform the school office on the first day of absence for illness. If a child is off for 5 or more days due to illness, then medical evidence must be provided. Without evidence, the absence will be unauthorised and then referred to the Local Authority Attendance Officer. If no medical note is received one reminder will be sent. If no note is forthcoming within a week following the reminder, the absence is will be categorised as unauthorised.

In the event of no reason for absence being given or received on the first day of absence, a telephone call will be made to the family. If we cannot get through then we will follow this up with a letter.

Advance notice of medical/dental appointments should be given in writing along with medical evidence. As a general rule, medical appointments should be made out of school time.

The School Attendance Policy is available to view and download from our website at:
<http://concordiaacademy.co.uk/policies/>

We thank you for your continued support in this matter and welcome you to contact the school if you have any questions.

Yours sincerely

Raheel Akhtar

Headteacher

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