

Our Ref: MR/AP/0030

5th May 2021



Dear Parents and Carers

As we are starting our second week of the summer term, I thought it would be a good opportunity to remind you of our attendance expectations of our students, as well as our policies and procedures in relation to student absence. I would really appreciate your support in promoting your child's attendance and working with the academy where needed. Your child's attendance is not only essential for them to achieve the best academic outcomes but also to develop socially and emotionally.

As a result of two lockdown periods, we have already had a long period of time outside of our academy due to Covid-19 and so it is therefore important that students attend the academy in order to get the best learning experience from their teachers. For this reason, we actively encourage all students to aim for 97% attendance as a minimum. **Every day and every lesson counts.**

If your child's attendance does fall below 95%, unfortunately we may have to look at attendance monitoring groups and attendance action plans in order to support all of our young people to attend school regularly. This will include parents coming into the academy for meetings with our attendance officers regularly to support students to have exceptional attendance and where appropriate, we will work with the Local Authority to ensure all young people regularly attend the academy.

Please be aware that you can access your child's attendance record in EduLink and this is updated daily. If you do have any concerns with regards to your child's attendance and would like further support with this, please do not hesitate to contact Ms Devine or your child's Head of Year.

Students should attend the academy every day unless they are genuinely unwell. If this is the case, please contact the absence line for every day of absence before 8:30am. Dental and medical appointments must be made outside of academy hours where possible. Holidays during term time are not permitted.

Further information relating to attendance can be found on the academy website. www.westlakesacademy.org.uk and in the attached leaflet. If you would like to discuss this please do not hesitate to contact our attendance officers at the academy:

Ms Devine: devines@westlakesmat.org.uk or by her mobile telephone number 07702974373.

Mrs Allan: allanr@westlakesmat.org.uk or by her mobile telephone number 07725224033

I appreciate your support with this matter.

Yours faithfully

Miss M Relph
Vice Principal

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