

24th November

Dear Parent/Carer,

As we move into the winter months. I thought it would be a good opportunity to remind you of the 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 it also enables students to socialize with peers, build self-confidence and gain a wider understanding of the world we live in through our enriched curriculum.

We actively encourage all students to aim for 97% attendance as a minimum. Every day and every lesson counts. Students need to be immersed in the fantastic curriculum the academy offers every day so that they can learn and thrive. Please find below a graph showing the average attainment at GCSE for someone who falls within each of the attendance bands.

What will happen if my child's attendance falls below 95%?

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 may include parents coming into the academy for meetings with our Attendance Officer 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.

How do I check my child's attendance?

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 myself or your child's Head of Year.

How do I report my child's absence?

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. Our attendance officer will be on the other end of the phone to receive all absence calls and will be able to advise and support families.

Principal: Abby Deeks

West Lakes Academy, Main Street, Egremont, Cumbria CA22 2DQ

Part of West Lakes Multi-Academy Trust

t: 01946 820356 e: contactus.wia@westlakesmat.org.uk w: www.westlakesacademy.org.uk

Please note that if we do not have a reason for your child's absence in the morning and a reason for absence, a member of the pastoral team will call you to ascertain the reason for your child's absence. If we cannot get through to you may complete a home visit in line with our safeguarding policies and practices.

Dental and medical appointments must be made outside of academy hours where possible. Please note we do ask for medical evidence e.g. an appointment letter or confirmation text in advance of the appointment so we are able to authorise this. Holidays during term time are not permitted.

If you have to make a medical appointment through the academy day please collect your child from school and return them to the academy afterwards.

It's hard when your child says they feel don't feel well and want to be off school. Before making the decision to keep your child off school, please read the attached NHS information about managing sickness absences, and when to keep them off school.

Every moment in school counts, and days missed add up quickly. For example, a child in Year 10 who is absent for three days over a half term could miss 15 lessons in total. The higher a student's attendance, the more they are likely to learn, and the better they are likely to perform in exams and formal assessments.

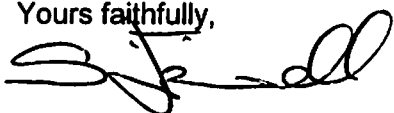
Further information relating to attendance can be found on the academy website. www.westlakesacademy.org.uk and in the attached leaflet. If you would like to discuss this please do not hesitate to contact via email or phone:

Email: attendance.wla@changinglives.education

Mobile Number: 07725224033

I appreciate your support with this matter.

Yours faithfully,



Sam Powell
Attendance Officer

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