

The Joseph Whitaker School

An Academy specialising in Sport and Performing Arts



30 January 2020

Dear Parent/ Carer

I am writing to you to reinforce our attendance policy and to ensure that as much as possible your child attends school when they should. It is of course our aim that all students should attend 100% of the time and many do exactly that. We appreciate that there are unavoidable illnesses and medical appointments that cannot be taken outside of school hours, but it is important to note that these do still count against your child's attendance.

If your child is genuinely ill and there is no chance they could attend school then you must contact the school before 8.45am to let us know they will not be attending. It is then important that you phone each day that your child is off to keep us informed of progress.

We would also respectfully request that you avoid taking your child out of school for a holiday. Whilst we appreciate the benefits financially of doing so, it does mean your child is missing part of their education and it could contribute to their attendance dropping below 90%.

If your child's absence does drop below 90%, then it is likely that you will receive a letter from us as part of our procedures to reduce persistent absence. This is a staged process involving communication from the school, target setting and meetings with pastoral staff. Should there not be a significant improvement in attendance then this may result in prosecution procedures being implemented by the local authority.

Our attendance policy is on our website and gives more information about roles and responsibilities regarding a child's attendance at school and the impact of non-attendance.

In addition, can I remind you that all students should be through our gates by 8.28am. If a student is late on 3 occasions in a half term then they will receive a 50 minute after school detention the next night. This will continue for every subsequent late in the half term.

<https://www.josephwhitaker.org/wp-content/uploads/2018/12/Attendance-Policy-2018-19.pdf>

Best regards

Gavin Brookes



Warsop Lane, Rainworth, Nottinghamshire NG21 0AG
Telephone: 01623 792327 Facsimile: 01623 792419
e-mail: office@josephwhitaker.org Website: www.josephwhitaker.org

