

# HOLBROOK ACADEMY



Headteacher: Thomas Maltby BA (Hons), MA, NPQH

Deputy Headteacher: George Anstee-Parry

27<sup>th</sup> September 2022



Dear Parent/Carer,

Here at Holbrook Academy we firmly believe in the importance of regular attendance and good punctuality and are committed to supporting all students and their families in achieving this.

Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success, both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, build resilience and have a better chance of achieving their full potential.

Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to leave school with good qualifications, setting them up for a strong future.

It is the responsibility of Parents/Carers to:

- Ensure their children attend school regularly;
- Ensure that an absence form is completed or evidence is provided in advance of any planned absences;
- Ensure that medical evidence is provided to confirm absence as a result of illness if requested by the school;
- Ensure the school has accurate phone contact numbers;
- Support their children's attendance by keeping requests for absence to a minimum;
- Not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school;
- To notify the school on every day of absence, using the School Gateway or leaving a message on the absence line;
- Ensure their children arrive on time, properly dressed & with the right equipment for the day.

We understand that at times absence is unavoidable but would encourage you to keep days off to a minimum. If a student has a worry about attending school let us know. Every day at school counts. Please support your child to gain the education they deserve.

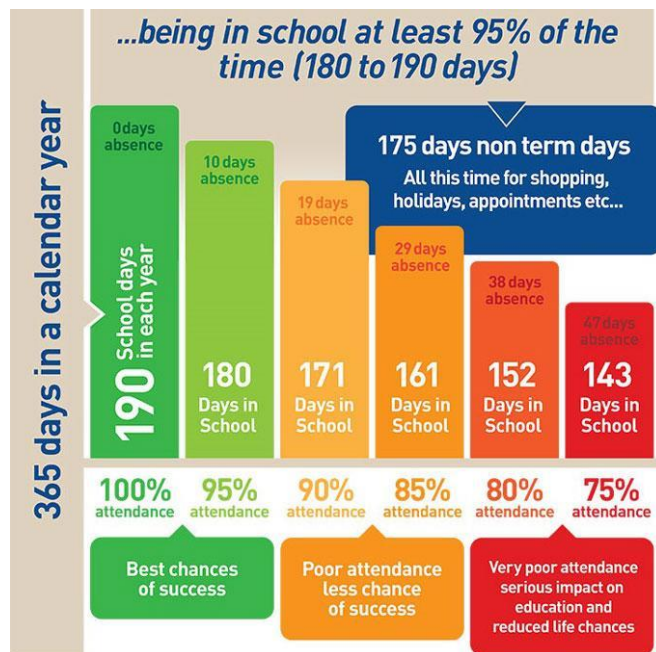
In the academic year 2022/2023, we will be informing you each half term, by text, of your child's attendance percentage. Should a student's attendance reach 96% or 8 unauthorised absences you will be contacted by the Academy and invited to a meeting to discuss what support can be put in place. Once 94% attendance or 8 unauthorised absences is reached, you will be contacted by our Education Welfare Officer.

Please also see attached a leaflet on [Fixed Penalty Notices](#).



Below are some statistics which demonstrate the link between attendance and attainment and the potential school days lost to poor punctuality. However, there will always be circumstances where authorised absence is unavoidable and with support and engagement lost learning can be regained.

If you would like to talk to someone about your child's attendance please call Mrs Jackson or Mrs Sheppard on 01473 328317 or email [attendance@holbrookacademy.org](mailto:attendance@holbrookacademy.org) We are here to support.



**Surely 1 or 2 days absent a week doesn't seem much but this is how it is..**

| If your child misses... | That equals...    | Which is...       | And over 13 years of schooling that's... |
|-------------------------|-------------------|-------------------|--|
| 1 day per fortnight     | 20 days per year  | 4 weeks per year  | Nearly 1 ½ years                         |
| 1 day per week          | 40 days per year  | 8 weeks per year  | Over 2 ½ years                           |
| 2 days per week         | 80 days per year  | 16 weeks per year | Over 5 years                             |
| 3 days per week         | 120 days per year | 24 weeks per year | Nearly 8 years                           |

**If your child is late 10 minutes a day - surely that won't matter or affect my child..**

| Only missing just.. | That equals..            | Which is...               | Over 13 years of schooling that's... |
|---------------------|--------------------------|---------------------------|--------------------------------------|
| 10 minutes per day  | 50 minutes per week      | Nearly 1 ½ weeks per year | Nearly ½ a year                      |
| 20 minutes per day  | 1hour 40minutes per week | Over 2 ½ weeks per year   | Nearly 1 year                        |
| 30 minutes per day  | Half a day per week      | 4 weeks per year          | Nearly 1 ½ years                     |
| 1 hour per day      | 1 day per week           | 8 weeks per year          | Over 2 ½ years                       |

Yours sincerely,

Mr G Anstee-Parry  
Deputy Headteacher