



Dear Parent/Carer,

Washington Academy is committed to maximising the achievement of all our students. There is a clear link between attendance and educational achievement. Our aim is to promote excellent attendance and punctuality to ensure all of our students achieve their potential. Evidence shows that a student's progress and attainment is affected if their attendance falls below 90% and statistics show that if students miss just 17 days of school, their GCSE attainment is likely to drop by an entire grade.

Please find below a summary of Washington Academy's attendance targets. Take the time to review this with your child and discuss any improvements which can be made.

Attendance of 96% - Your child has missed 8 days of schooling.

Attendance of 94% - Your child has missed approximately 12 days of school – students will be monitored to avoid any decrease.

Attendance of 90% - Your child has missed approximately 19 days of schooling, and a support plan will be put into place, as they are now identified as 'Persistently Absent' attenders.

As parents or carers there are many ways to encourage high attendance:

- Check the school website for the dates of holidays and school closures.
- Ensure your child arrives at school on time ready for morning registration, which is 8.30am. Arriving after 9am will result in a 'U code' being given, which will be an unauthorised absence.
- Only allow your child to stay at home in response to a genuine illness.
- If your child is to be absent, contact school as soon as possible to provide a reason.
- The school should be contacted on each day of your child's absence.
- Inform school of any medical appointments. Where possible please make appointments outside of the school day. The school may request you provide medical appointment letters/cards.
- Contact the Attendance Manager Mrs C Hill (Christine.hill@consilium-at.com) or the relevant Head of Year, if you have any concerns.
- Do not take holidays in term time – there are 175 non-school days

If your child's leave of absence is due to taking part in an approved sporting activity, we require you to provide documentation from the governing body, which confirms the date your child is performing or competing.

Can I remind parents/carers that in accordance with DfE guidelines, Washington Academy will not authorise any holiday during term-time other than in exceptional circumstances. If a holiday is taken during term-time without school's permission, the student's absence will be recorded as unauthorised and a referral will be made to the Local Authority, which may result in a Fixed Penalty Fine being issued.



Washington
Academy

Thank you for your continued support with ensuring your child has an attendance of over 96%, working together we will ensure your child has the greatest chance of success.

Yours sincerely,

Mrs J Mitchell
Deputy Headteacher (Pastoral)



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www.washingtonacademy.co.uk