

20th September 2022

Dear Parent/Carer

As an Academy, we expect all students to strive for 100% attendance. Research shows that good attendance to school is directly linked to good attainment and exam results. It also helps children's social relationships from being disrupted. We provide a number of exciting and inspirational extracurricular opportunities, including visits and trips, residentials and additional activities within the Academy. Your child is at risk of missing these opportunities should their attendance drop below 97%.

Since returning in September we have monitored each student's attendance and you may have already received communication from the Academy if your child's attendance has dropped below our 97%. This will continue should your child's attendance continue to drop. We want to work with families to ensure all students attendance remains at a high level and we will be contacting you to offer support should it not. Attendance below 90% is classed as persistent absence which means your child may achieve up to 2 grades below what they are capable of and also puts you at risk of prosecution from the local authority.

Students who are continually present in the Academy with good attendance will be recognised and rewarded.

In line with the DfE and Sheffield City Council's latest policy, we are no longer able to authorise term-time leave for any of our students unless under exceptional circumstances. All requests should be made in writing to the Headteacher well in advance by parents or carers. Only exceptional circumstances warrant an authorised leave of absence. Template forms to request term time leave can be found on the Academy website.

We recognise that some family's important religious festivals may fall outside of school holidays and therefore we will authorise up to 2 days per academic year for religious observance. Please think carefully whether your child really needs to miss school for a religious reason and always let the school know should this be the case.

The Academy opens at 8am each morning for students to access the building ready for lessons beginning at 8:30am. Breakfast is available for all students from 8am. If your child arrives at their Personal Development session after 8:30am they will be recorded as late and issued a 30minute dame day detention. Registers close at 9am and any student arriving after this time will receive a 'U' code for the morning session which is recorded as an unauthorised absence. This will affect your child's overall attendance. The PM session starts at 12:15pm. If your child arrives after 12:15pm, they will receive a late mark and 30mins same day detention., if they arrive after 12:30pm, they will receive a 'U' code and an unauthorised absence. If your child arrives late to the Academy, you will be informed initially via an automated text message.



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You can support and your child by communicating with the Academy. Please let us know if your child is not attendance by calling the Academy absence line or emailing Parkwood.attendance@e-act.org.uk by 8:30am each morning of absence.

If you require more information around our attendance policy, term time leave, and support available, please visit the Academy website parkwoodacademy.e-act.org.uk or contact one of the Attendance team via Parkwood.attendance@e-act.org.uk

Yours sincerely

G. Cottingham

Gemma Cottingham
Headteacher

