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Dear Parent/Carer,

I wanted to take the opportunity to send a reminder about our attendance expectations and our policies and procedures in relation to student absence.

Attendance at school is highly important and research shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Parkwood E-ACT Academy we encourage all pupils to strive for 100% attendance: every day and every lesson counts. A student who has missed 8 days of learning will have missed more than 10% of their time in school and will be missing vital content from their lessons.

Our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential. This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly.

All schools in the country must follow Department for Education guidance regarding attendance and it clearly states that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. Dental and medical appointments should be made outside of school hours where possible.

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you phone school or email [parkwood.attendance@e-act.org.uk](mailto:parkwood.attendance@e-act.org.uk) before 8.30am to inform us.

When absence first becomes a concern, we will send an attendance letter to parents/carers. If absence continues, we will invite you in for a meeting with the school to put an action plan in place to improve attendance. When a student has missed consecutive day will be complete a home visit.

At Parkwood, we will consistently acknowledge, and rewards students continued and improved attendance throughout the academic year.

If there are any issues preventing attendance, please communicate with us.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

Regards  
Mr S Swallow  
Assistant Headteacher

