

Dear [parent/carer],

As part of our ongoing efforts to maximise attendance to school, we are making a slight change to how we operate the registers in the morning. This change is to ensure as many children as possible are in the building, learning, and opening as many doors as possible to bright futures.

After the Easter holiday, students will still be required to attend school for 0830, as normal. They should make their way to their tutor group, and receive their present mark on the register as standard.

A student who arrives later than 0830 will need to sign in at reception. Students who arrive after 0830, but before the end of Period 1, will receive an 'L' code on the register, identifying them as a late arrival.

Any student who arrives later than the end of Period 1 will now receive a 'U' code on the register. We will always have accurate records of who is in the building and when, to allow us to properly safeguard all of the young people. However, students with a 'U' code will be deemed to be **absent without authorisation**. Students arriving after the end of Period 1 will accordingly be given the support and challenge appropriate to someone whose attendance is causing us concern.

Period 1 ends at 0940 every day, except Wednesdays where it is slightly earlier, at 0935.

**We need to remind you that under section 444 of the 1996 Education Act, you have a legal obligation to make sure that your child attends school on a regular basis. It is therefore your legal responsibility as parent/carer to ensure your child attends school on a regular basis. Failure to ensure they are in school and registered on time may result in the case being forwarded to the local authority. This may also result in the local authority taking legal action and could result in a fine, or prosecution.**

If there are any particular circumstances that the school may not be aware of which is having an influence on your child attending school regularly, please do not hesitate to contact school. You may wish to discuss the issue with your child's tutor, head of year or a member of the school attendance team, because together we can make a difference.

Please continue to inform the school on each morning of absence. Please remember that you must state a reason for the absence and the nature of the illness. Formal evidence is necessary in instances of medical absence.

Please do not hesitate to get in touch with any questions.

Gary Hammonds

Assistant Headteacher – Teaching, Learning and Engagement