



Stockingate, South Kirkby, Pontefract, West Yorkshire, WF9 3DP

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Website: [www.southkirkbyacademy.org](http://www.southkirkbyacademy.org)

Head of School: Mr Adam Potter

## School Attendance Matters

Dear parents/carers,

I am writing to you with a few reminders and changes linked to attendance and punctuality at our school – our school attendance is consistently below the national average (96%) at around 94%. I appreciate that this is a lengthy letter, but please read it through to the end so you are aware of our school policy and procedure surrounding attendance.

**It is absolutely essential that all children are at school as much as possible as regular attendance at school is a fundamental part of giving children the best possible start in life.**

Children who miss school frequently fall behind with their work and do not achieve as well as their classmates who attend school regularly. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.

### Celebrating Good Attendance

We have a number of celebrations in place to reward good attendance and punctuality at South Kirkby Academy, plus a new Attendance Raffle. Details of these rewards are below:

<p><b>Weekly Celebrations</b></p>	<ul style="list-style-type: none"> <li>• Each week, the class with the highest attendance is announced in assembly and they receive a certificate in praise assembly along with the attendance trophy.</li> <li>• They are also able to come to school the following Friday in non-uniform, as shared on our weekly newsletter (SKA Headlines).</li> <li>• <b>**NEW**</b> Children whose attendance is 96% or above for the week will get entered into the Attendance Raffle.</li> </ul>
<p><b>Half-termly Celebrations</b></p>	<ul style="list-style-type: none"> <li>• Children whose attendance is 96% or above receive a certificate of recognition and receive a 'Lucky Dip' prize.</li> <li>• The winning class with the best attendance receives a special treat at the end of each term.</li> <li>• <b>**NEW**</b> At the end of the half-term, there will be a raffle to win a £50 Amazon Gift Voucher for the child and their family. This is linked to the weekly Attendance Raffle – the more weeks your child is at school 96% of the time or more, the more chances they will have to win. For example, if their attendance is better than 96% for 7 weeks, they will get entered into the raffle 7 times.</li> <li>• <b>**NEW**</b> At the end of the half-term, the child with the most improved attendance will also receive a £50 Amazon Gift Voucher for them and their family.</li> </ul>



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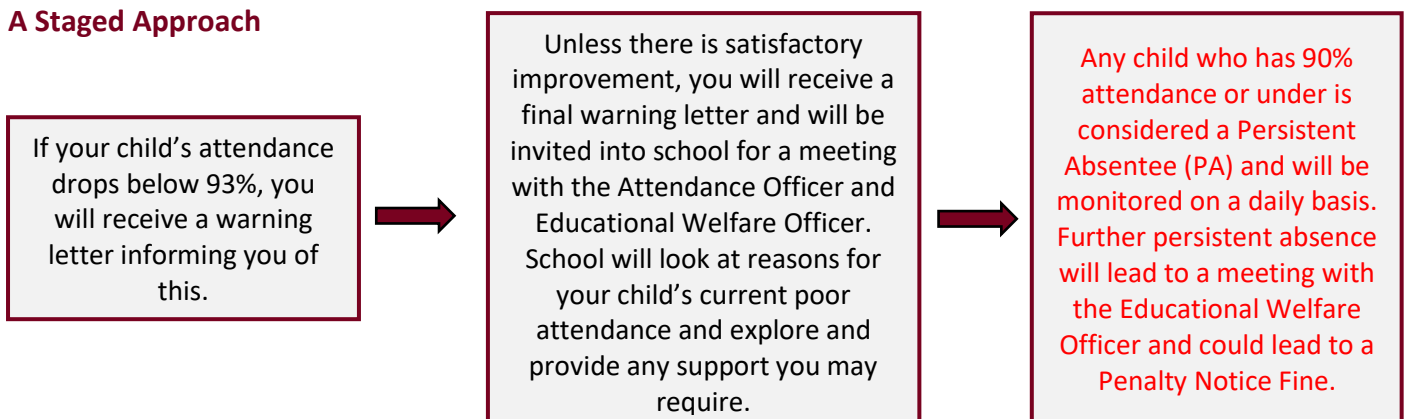
## Attendance Matters

Below is a table showing how a child's percentage attendance equates to the amount of school time missed over an academic year:

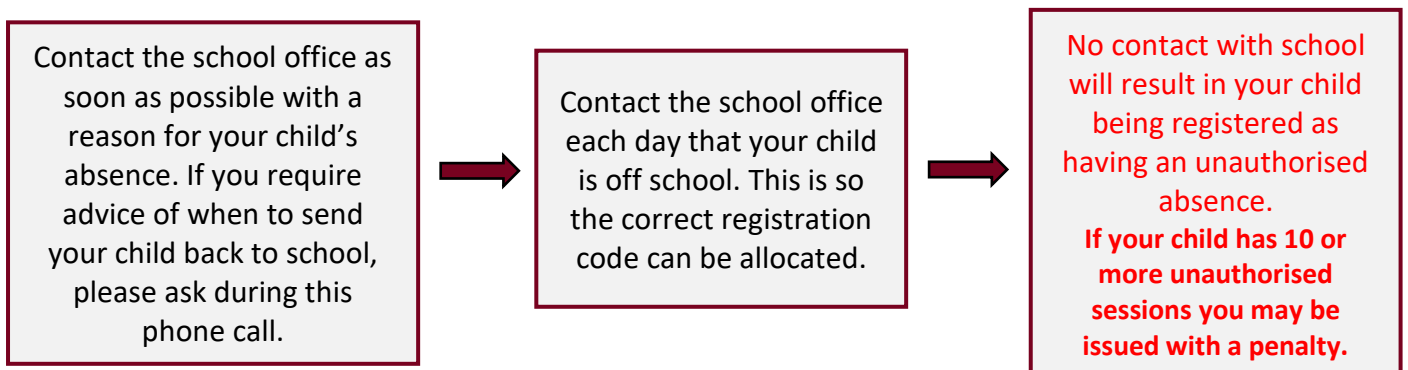
**Every single day a child is absent from school equates to a day of lost learning.**

100% Attendance	0 days of learning missed	Excellent
98% Attendance	4 days of learning missed	Good
96% Attendance	8 days of learning missed	Satisfactory
94% Attendance	12 days of learning missed	Poor
90% Attendance	20 days of learning missed	Unacceptable
85% Attendance	28 days of learning missed	Unacceptable

## A Staged Approach



## If your child is going to be absent from school:





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### Being on time:

Always try to arrive at school at **8:45am**. Registers are taken at **9am**.



If your child is late and arrives between 9am and 9:10am, they will be marked with an 'L' code (slightly late).



If your child arrives after 9:10am, they will be marked with a 'U' code (late) which will affect their attendance.

### Medical Evidence

If your child is absent due to a medical reason or illness, evidence must be provided wherever possible.

If a parent reports their child as ill, school has the right to contact the Business Manager of the child's GP surgery to obtain information in regards to if a child is well enough to attend school. If your GP informs us that your child is well enough to attend school but remains absent, this will be marked as an unauthorised absence.

**10 or more unauthorised sessions (5 days) may result in a penalty notice.**

### Unauthorised Absences and Holidays

**Please note that holidays will not be authorised in term time unless it is exceptional circumstances and evidence of this is provided.**

Depending on your circumstances, any absences will be followed up by the school's Attendance Officer and the Educational Welfare Officer who will carry out welfare calls to family homes.

Failure to answer these calls will result in your child being marked as having an **unauthorised** absence.

You could be fined for an unauthorised absence such as term time holidays for 5 or more days. The penalty notice will be issued as a fine of £60 per parent or carer, per child. This will rise to £120 if not paid within 28 days and could lead to further court proceedings if left unpaid.

I appreciate that this is a lot of information to take in, but it is important that our children are at school as much as possible and school has robust procedures in place to track absences. As always, if you have any questions about anything you have read in this letter, please do not hesitate to speak to your child's class teacher or catch me on the playground before or after school.

Mr Adam Potter  
Head of School