



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

**Telephone: 01977 643187**

**Email: [skaoffice@watertonacademytrust.org](mailto:skaoffice@watertonacademytrust.org)**

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

**Headteacher: Mr Adam Potter**

*Proud to be part of*  **WATERTON**  
ACADEMY TRUST

## School Attendance – Our School Target is 96%

Dear parents/carers,

I am writing to you with a few reminders linked to attendance and punctuality at our school – our school attendance is consistently well below the national average and most of our families, school leaders and staff have worked tirelessly to improve attendance. However, too many children are still missing too much school. Ofsted identified in our April 2023 inspection that:

***Some pupils do not attend school regularly and often. They miss important learning. Leaders should continue their work with parents and carers to overcome any barriers to attendance to ensure their children attend school regularly.***

**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.

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 so we can work together to ensure all children are receiving the full education they are entitled to.

### 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>• On Monday of each week, each class is drawn against each other in an 'FA Cup' style competition. The winning class receives points and the class with the most points at the end of each half-term will receive a special treat.</li> <li>• 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>• At the end of the half-term, there will be a raffle to win a £25 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>• At the end of the half-term, the child with the most improved attendance will also receive a £25 Amazon Gift Voucher for them and their family.</li> </ul>



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

Telephone: 01977 643187

Email: [skaoffice@watertonacademytrust.org](mailto:skaoffice@watertonacademytrust.org)

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

Headteacher: Mr Adam Potter

Proud to be part of  **WATERTON**  
ACADEMY TRUST

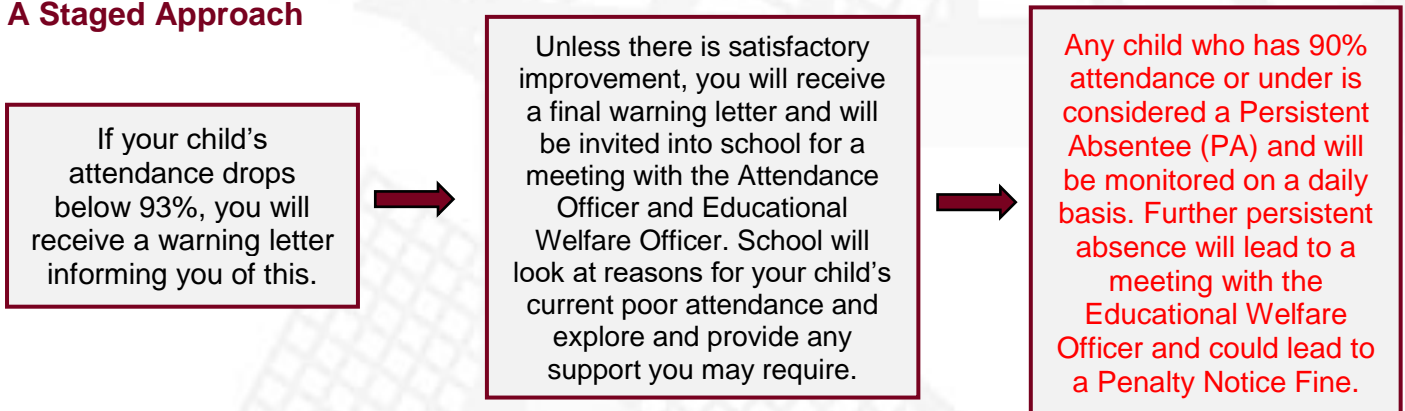
## Attendance Matters

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

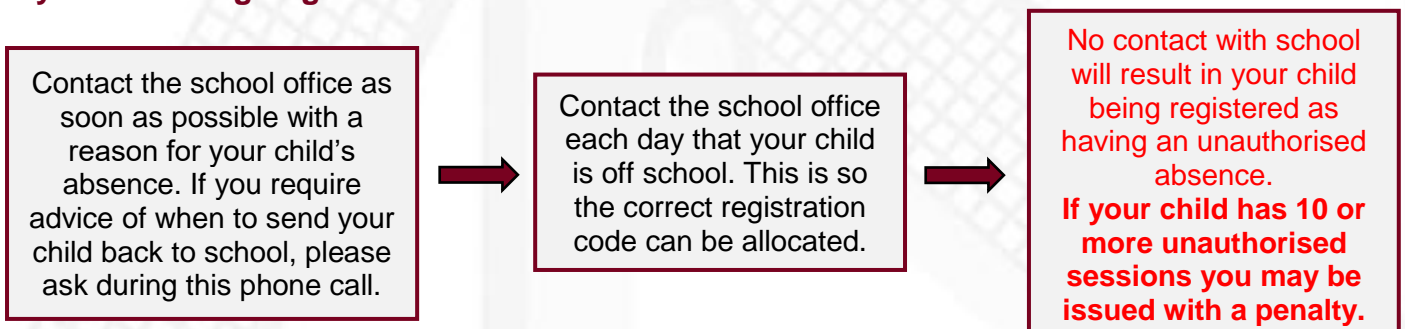
**Every single day a child is absent from school equates to a day of lost learning.**

<b>100% Attendance</b>	<b>0 days of learning missed</b>
<b>98% Attendance</b>	<b>4 days of learning missed</b>
<b>96% Attendance</b>	<b>8 days of learning missed</b>
<b>94% Attendance</b>	<b>12 days of learning missed</b>
<b>90% Attendance</b>	<b>20 days of learning missed</b>
<b>85% Attendance</b>	<b>28 days of learning missed</b>

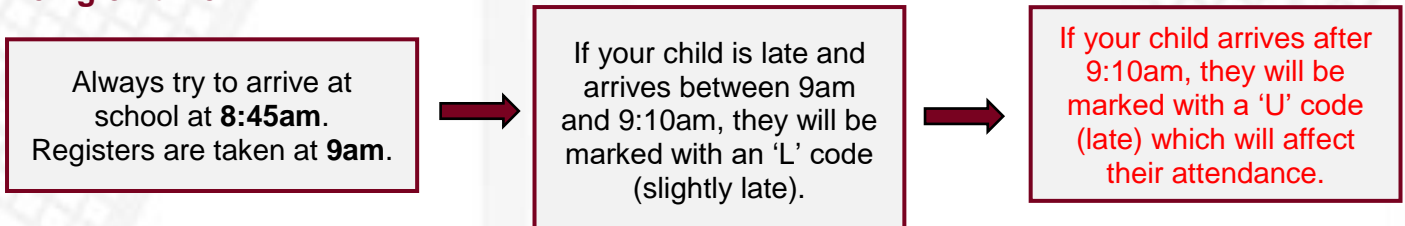
## A Staged Approach



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



## Being on time:



## Medical Evidence



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

Telephone: 01977 643187

Email: [skaoffice@watertonacademytrust.org](mailto:skaoffice@watertonacademytrust.org)

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

Headteacher: Mr Adam Potter

Proud to be part of  WATERTON  
ACADEMY TRUST

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  
Headteacher