



JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College

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AME/CCE/SJS/Office/ParLet/Attendance/Year7

January 2020

Dear Parent

I write to introduce myself as the new Attendance Officer appointed by Jack Hunt School to oversee the attendance of students in the school. The School is obliged by law to take any necessary steps to improve attendance where it falls below a certain level: our target is 95% or above for all students on roll.

On review of attendance for Years 7, 8 and 9 so far there are patterns of absence which cause some concern.

The full Attendance Policy is available to view on the school website.

I set out below some important factors to consider when a student is absent.

- 1 Any doctors/other medical/dentist appointments should be taken outside of school hours. Where necessary the GP Hub service in Peterborough can be used to obtain urgent appointments. To book an appointment, speak to the receptionist at your own registered surgery, or use the online booking form which can be found on the website <https://greaterpeterboroughgps.nhs.uk/gp-hub/>
- 2 If a doctors/other medical/dentist appointment takes place unavoidably in school hours, **that absence should only be for the duration of the appointment itself**: the child should come to school before and after the appointment and **not take a whole or half day based on that appointment**. We do require **evidence** of an appointment such as a copy of the appointment notice; this should be provided when you inform us of the appointment.
- 3 Holidays in term time are not authorised, therefore any request for a holiday absence in term time is **likely to be refused**. Where a holiday is taken without permission, the student's attendance record is marked as 'unauthorised' and consideration will be taken regarding the issue of a request to the Local Authority for a **penalty notice** to be issued to **both parents** in respect of **each child**.



Our Head Prefect Team: 2019 - 2020



- 4 Where a child is unwell, it is reasonable to allow that child some time at home to recover. However, we expect a child to return to classes as soon as he/she is well enough to attend lessons. That may be later in the day or on the day following the absence. If the child remains absent from school, **a daily call to the Absence line will be required** to keep us updated on the current circumstances of the student's absence. **Medical evidence** will also be required if the absence exceeds the expected recovery time.
- 5 Lateness to school is unacceptable. Classes begin at 8.40am and each student is required to be ready to learn, in the classroom, by that time. Where the beginning of a class is missed, the student will miss the crucial introduction to the lesson and fail to manage the learning that follows from that introduction. **Lateness** after the legal registration has closed is recorded as an 'absence' and will **add to the student's record of attendance in a negative way**.

The School has approved procedures for taking steps where attendance is missed. We will write to you alerting you to the problem and offer the opportunity for you to provide an explanation. Where an absence is planned the school require notification by the completion of a **leave of absence request form** giving details of the proposed absence and a response will be provided once the request has been considered. It is not acceptable to simply inform the school of a planned absence, this **must** be requested.

If you have any questions regarding the content of this letter or the specific attendance issues of a student, please contact the Attendance Officer or your child's Student Support Office at the School on 01733 263526.

Our primary purpose is to provide a good education for your child. There is clear evidence that good attendance is directly linked to good achievement in school and we are determined to ensure every student has the best chance to reach his/her potential at Jack Hunt School.

Yours faithfully



Ms C Clarke

Attendance Officer