



30 January 2017

Dear Parent/Carer

### **Punctuality and Attendance**

At Arnold Hill we take pride in our students arriving to school on time. Being on time to school leads to a good attendance record and means that students do not miss important notices. It also builds really good habits for later in life when in employment. ***Students should be on the Academy site for 08.30am. Students who arrive at the gate from 08.35am will be considered late to guidance and school. They will receive a detention to serve at break time. Please could you remind your son/daughter of this and ensure they are on time to school.***

We are aware that sometimes students are late for a reason including medical and issues where a bus has not arrived. If the child has been to a medical appointment a note from parents should be brought in and handed over. If the bus was an issue we will advise the bus company of this and ask that you do so as well. We will check if buses are late with NCT.

### **Attendance**

We recognise that attending school regularly and on time has a positive impact on learning, progress and therefore the best life chances for our students. Excellent attendance and punctuality is the key for our student's success. Therefore we must ensure that attendance and punctuality are the highest they possibly can be in order to prepare students for their future adult life. ***We expect all our students to maintain an attendance level of 95% and above.*** It is the responsibility of everyone in our school community – parents, students, staff and governors to ensure they achieve this. Therefore, we monitor and review the attendance of all our students constantly – we will be in touch with you if your son/daughters attendance starts to decrease. We also celebrate and reward those who are meeting and exceeding our 95% and above target.

### **Attendance over one school year**

If your son/ daughter had:

98% attendance = less than 4 days absent from school

95% attendance = less than 10 days absent from school

90% attendance = less than 4 weeks absent from school

85% attendance = 5 and a half weeks absent from school

Please ensure that you let school know should your child be off school and give a reason for this.

Should we be able to support in anyway or you have a concern you wish to discuss – please contact your child's Head of Year or our attendance officer – Miss Oldroyd.

Yours faithfully

Miss S Garrad

Assistant Head Teacher: Behaviour

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW

The company's registered number is 8128513

