



23 September 2021

Our Ref: JDL/KS

Dear Parent/Carer,

I am writing with important information about the attendance and punctuality of King James I Academy students. It is important that we emphasise that absence is likely to have a significant effect on the progress a child makes. Furthermore, attending school on time every day is a standard which the Academy expects of **all** students. Please could all parents and carers note the following key information related to all pupils:

### Attendance

We want our students to be resilient and attend school whenever possible. Even a small amount of absence significantly affects your child's percentage attendance and the progress they make. Pupils are expected to attend school as a minimum at 96% of the time, so absence, even for a day, should be a rarity.

Minor ailments should not result in absence unless necessary. If your child's condition is problematic whilst in school, we will contact you to make further arrangements. If there is a specific medical condition which is affecting the attendance of your child, please contact us and we will offer support if needed.

Holidays should not be taken during term time. Holiday requests can be made by completing the appropriate form available from the Academy office, but can only be authorised under certain circumstances. We appreciate your support in this respect, especially with ongoing restrictions on travel.

### Punctuality

Whilst lateness of pupils to school is infrequent, we are keen to ensure that the expectation that pupils arrive on time is reinforced. Should a pupil arrive late, the normal entry gates are locked and pupils need to enter through reception and sign in with the Academy Attendance Officers which causes disruption.

As from Monday 04 October any pupil arriving late to school will automatically receive a 20 minute after school detention on the same day, unless a call has been made by parents to explain the lateness prior to the start of school. Parents will be informed via text and pupils will be escorted to their detention at the end of their Period 6 lesson. In cases where students arrive late on more than one occasion, the length of the detention will be extended.

We hope that parents will support us in achieving our high standards for attendance and punctuality, which are key factors in how well students achieve. We reward pupils who have positive attendance through our 100-Club and 95-Club attendance leagues, as part of a balanced approach to improving further.



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www.nationalcollege.gov.uk

www.kingjames1.academy

Headteacher: **Mr S Whitehead BA NPQH**

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Charity Registration Number: 527392

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Should you wish to discuss your child's attendance or punctuality for any reason, please contact our Attendance Officer, Mr Bishop, or your child's Form Tutor. We are keen to work with parents to ensure that our targets for attendance and punctuality are met.

Yours faithfully,

*D Longstaff*

Mr D Longstaff  
Deputy Headteacher



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