



***Inspiring Learning, Achieving Excellence***

Headteacher: Mr Adam Shelley MEd, BSc Hons, PGCE, NPQH

September 2022

Dear Parents

How quickly the time is passing! We have already completed three full weeks of the new school year and our students have settled back into their routines very well. I am therefore taking this opportunity to remind you of the importance of maintaining high levels of attendance and punctuality.

At the Sir John Colfox Academy, we hold the highest expectations in regard to attendance. This is because we know that regular attendance, participation and positive relationships with adults and peers are an important factor for wellbeing. We also know that in our school and in schools across the country, students with the highest attainment at the end of key stage four have higher rates of attendance over the key stage compared to those with the lowest attainment. Nationally, the overall absence rate of students not achieving grade 9 to 4 was over twice as high as those achieving grade 9 to 5. For these reasons, we make no apology for expecting high levels of attendance and punctuality and for challenging where this may fall below our expectations.

We will contact parents routinely where attendance rates fall below 95% and encourage early honest and open discussion about the reasons for absence. In particular, please talk to us if you are worried about any issue in school, out of school or even online that may be impacting on attendance. We have an excellent pastoral team in school and a newly appointed, but very experienced Family Liaison Officer, who are here to support. It is much easier to deal with any issue in the early stages. When absence becomes regular, it can lead to further complicating issues such as anxiety over missed work or changes in friendships.

In cases of illness, please consider carefully whether your child is really unwell enough to stay at home. We will always contact you if we have concerns during the school day and students can access the student Hub at any time during the day for help.

Parents should be aware that it is very unlikely that absence will be authorised during term-time for the purposes of a family holiday and that parents may be liable for a Fixed Penalty Notice if they take their child out of school. In the Minerva Learning Trust, we expect our parents not to take children out of school during term time.

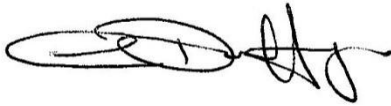
We will contact parents where their child is routinely late to lessons or routinely arrives late to school in the mornings. We expect our students to make up for lost learning time and Heads of Year ensure that punctuality is reviewed weekly. Our school day begins at 8.45am and parents should be aware that students arriving after the close of the morning registers at 9.05am, will be

marked absent for the morning session. Parents may be liable therefore for a Fixed Penalty Notice in the case of repeated lateness.

Our full attendance policy can be seen here <https://www.colfox.org/attendance/> and it provides a full description of our attendance procedures.

Please do not hesitate to contact us in school should you have any queries. We thank you, as always for your support.

Yours faithfully



Mrs C Duffy  
Deputy Headteacher.