



August 2018

Dear Parent/Carer

## **Attendance Protocols 2018-2019**

As you may be aware Ark Helenswood Academy take an active approach to ensure that your daughter gets the best out of her education. Attendance is very closely linked to attainment and so your daughter needs to attend regularly in order to flourish with her learning.

The standard we are setting for 2018-2019 is 96% in line with Government guidance, although we encourage all students to achieve 100%. Students with excellent attendance will be rewarded termly as well as weekly with postcards for 100% and seasonal competitions. Our Attendance Policy is published on our website for your perusal.

Whilst we understand that there may be underlying medical issues and illness we would like to work with parents to gain the best possible outcomes for the students. We also request that where possible medical appointments are made outside of school hours.

If your daughter is going to be absent then we request that you call the Attendance Line on **01424 757986** for every day that she does not attend the Academy.

Should your daughter fall below the 96% threshold you will be informed by letter that this is the case and to make you aware that we are monitoring. If her attendance falls again you may be invited to the Academy for a formal meeting and further monitoring will commence for a period of 10 weeks. During this 10 week period you will be required to provide medical evidence for any future absences. This can be in the form of GP appointment card or letter, Prescription label/box or copy of prescription issued. Any absences not covered by medical evidence will not be authorised and once your daughter accrues 10 Sessions (5 days) absence then a Fixed Penalty Notice (FPN) will be issued via the Local Authority - East Sussex Behaviour and Attendance Service (ESBAS). If following this action your daughter's attendance still falls without any just cause, the matter may be referred to ESBAS for their intervention and support which may lead to further fines and even court action. Likewise any holidays taken during term time will not be authorised and a FPN will be issued.

We look forward to supporting you with your daughters' future here at Ark Helenswood Academy.

Yours faithfully

Mrs Samantha Isden  
Attendance Officer

Mrs Louise Barham  
Education Welfare Officer



Principal: Tracy Dohel