

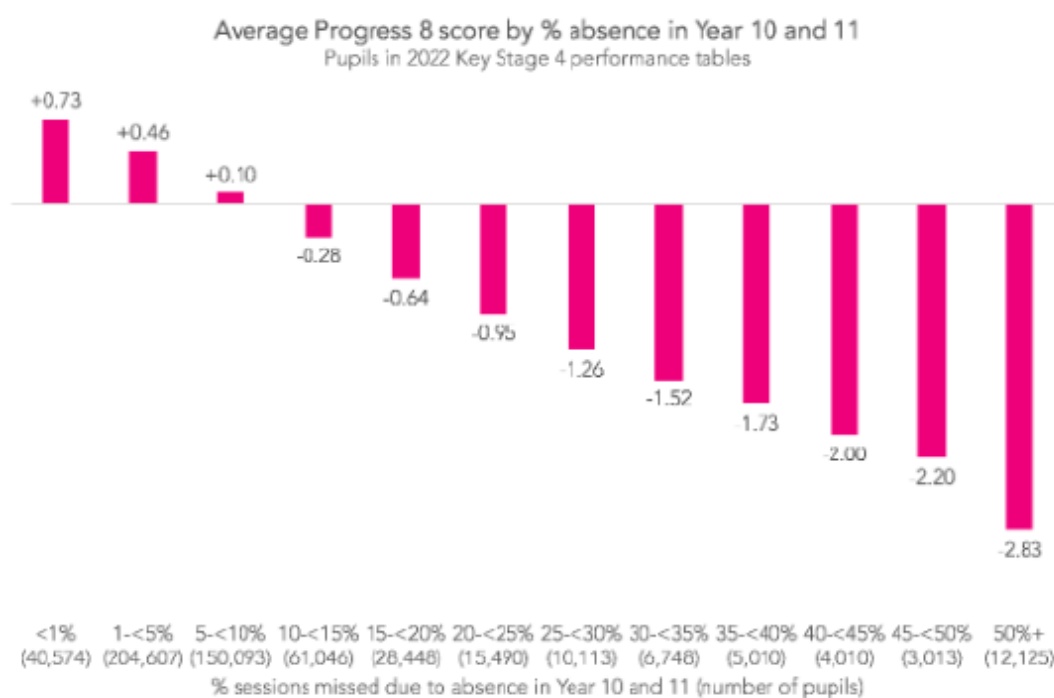
25th September 2023

Dear families,

Re: Attendance expectations

As we start a new academic year, I would like to take the opportunity to reiterate our expectations of high attendance. Our target is 96% and you can view your child's attendance on Class Charts at any time.

Evidence from the FFT Education Lab shows a direct link between attendance and progress (graph below for information). In addition, our own GCSE results from last year showed us that the biggest factor affecting progress was attendance. Students that had below 90% attendance did not perform as well as their peers who had over 90%. School attendance also has a direct impact on the experience of school, the more your child is in school, the fuller their experience can be.



Absence through illness

We expect students to attend school if they have a headache, stomach ache, cold or period pain as these minor illnesses should be manageable with pain relief. However, please be assured that if we felt your child was too poorly to stay in school, we would contact you.

Children have missed a lot of in person teaching, opportunities for social interactions and faced various disruption over recent years so we recommend checking the [NHS website](#) for advice if you are ever unsure if your child should remain at home. If you need to report your child absent through illness please see the options at the bottom of the letter.

Absence through holiday

Request for holidays during term time will **not** be authorised. Our key priority is to ensure that students are as successful as possible, are able to reach their full potential and gain maximum benefits from their educational experience as such we do ask that leave should be restricted to the 13 weeks school holidays except in exceptional circumstances. As a school we are obliged to inform you that you may be subject to a Fixed Penalty Notice if your child's absence from school is unauthorised. Fixed Penalty Notices (FPNs) are generally issued where there have been at least 10 sessions of unauthorised absence from school within a recorded 10 school week period. If you need to request an absence from learning, this should be submitted on the request for authorised absence form available from Reception.

Keeping in contact

Whilst we understand some absences are unavoidable, we have a duty of care to keep you informed when your child's attendance falls below expectations. If at any time you require support improving your child's attendance, please contact the following members of staff below:

- Luke Needham (KS3 - Year 7, 8 and 9) - Luke.Needham@tpa.tsat.uk
- Clare Blake (KS4 - Year 10 and 11) - Clare.Blake@tpa.tsat.uk

To report your child's absence, you must contact the school before 8.30am, either

- call 03333 3602200 option 1, then option 2 for KS3 or option 3 for KS4
- or via Class Charts under Reported Absences

Yours sincerely,

The Portsmouth Academy Attendance Team