



Phoenix St. Peter Academy

Executive Headteacher: Tim Culpin, Director of Education, North Cluster, REAch2.
Associate Headteacher: Matthew Jordan, B.A. Hons. NPQH.
Enstone Road, Lowestoft, Suffolk, NR33 0NE. Telephone: 01502 574586.
Email: office@phoenixstpeteracademy.org Website: www.phoenixstpeter.org

12th November 2021

Dear Parents / Carers

Important Attendance Information

Here at Phoenix St. Peter Academy, we take attendance very seriously and value your child's education. We want our children to enjoy coming to school and to value their education too.

Please find attached our Attendance and Punctuality Policy which we urge all parents to read. We also ask that you take note of the following changes:

First Day Calling:

Please ensure that you call the school office by **8.30am for each day that your child is absent.**

Late Arrivals:

To confirm our timings are as follows:-

- **School starts at 8.45a.m.**
- **Arrival between 8.40a.m. and 9.00 a.m. a 'present' mark will be recorded on the register.**
- **Arrival between 9a.m. – 9.15 a.m. a 'late' mark recorded on the register.**
- **Arrivals after 9.15 a.m. will be recorded as an 'unauthorised absence', you will be asked to complete a late form on your child's arrival, or one will be sent home for you to complete and return back to school.**

An email will also be sent to parents / carers advising that either a 'late', or 'unauthorised late' mark, has been applied to your child's attendance register.

Medical Appointments:-

We are unable to authorise absence for a routine appointment, i.e. a dental or optician appointment. Wherever possible, routine appointments should be made outside of school hours, or in the school holidays. For consultant or clinic appointments, please provide a copy of the appointment letter for your child's records. If you cannot produce evidence, you will be required to complete a school form providing information.

Our school expects good and regular attendance of at least 96%. However, children and staff are encouraged to achieve 100% attendance and for those children with acute or chronic health issues, reasonable adjustments will be made.

Yours sincerely,

ML Jordan

Mr Matthew Jordan
Associate Headteacher



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Attend – Achieve – Aspire

We aspire to 100% Attendance – 100% of the Time!

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We want our children to enjoy coming to school and to value their education too.
Attend today – Achieve tomorrow – Aspire for your future

Regular school attendance is an important part of giving children the best possible start in life – Why?

- *Absence from school is the biggest cause of poor progress and achievement.*

It so important to attend every day – Why?...

- *Learning is a progressive activity; each day's lessons build upon those of the previous day(s).*
- *Children with good attendance records generally achieve higher grades and enjoy school more.*
- *Having a good education will help to give your child the best possible start in life.*
- *Good attendance and punctuality is a good habit for work in the future.*

What are the risks of frequent or persistent absences – Lots! Here are a few...

- *A child who does not attend school regularly will be unlikely to keep up with the work.*
- *Children with the best attendance records through Primary and Secondary school are most likely to get 5 or more 'good' GCSE passes (DfE research looking at all Year 11 results across England).*
- *Attendance below 90% means you are 33% less likely to gain a Grade 4 in English or Maths.*

What can parents do to help? – Loads!...

- *Parents / carers can promote the value of education, including the importance of regular attendance.*
- *Make sure that your child goes to school regularly and arrives on time - you will establish a good habit that they will carry through life.*
- *Take an interest in your child's schoolwork and be involved in the school as much as possible - your child will value school more, if you do!*

There is 175 non-school days in every academic year!

Do not expect us to approve of holidays, appointments, shopping trips or birthday treats during school hours, and always arrange family holidays so that your child will not miss any learning.

Attendance is not just about being 'Present', it is also about being 'Punctual'.

5minutes late each day is the equivalent of 3 school day lost ayear!

10 minutes late each day is the equivalent of 6.5 school days lost a year!

15minutes late each day is the equivalent of 10 school days lost a year!

20 minutes late each day is the equivalent of 13 school days lost a year!

30 minutes late each day is the equivalent of 19 school days lost a year!