

22 September 2023



Smestow Academy
www.smestowacademy.co.uk

Dear Parent/Carer

I would like to take this opportunity to share some reminders and important information regarding attendance and punctuality at the start of this academic year.

As you will be aware, the best way for your child to make use of the opportunities at school is for them to be present each and every day. By being in school they are exposed to our enriched curriculum that prepares them for a successful future.

If your child is going to be absent from school, you must inform the school by calling 01902539500 and speaking with your child's house office before 8:30am.

As a school, our expectation remains that pupils attend 100% of the time they are scheduled to. From the table below, you can see the impact time off can have on a pupil's education:

Attendance for ONE term	In ONE term your child will have missed	In a YEAR your child will have missed
90%	1 week 2 days	4 weeks
80%	2 weeks 4 days	8 weeks
70%	4 weeks 1 day	12 weeks
60%	5 weeks 3 days	16 weeks
50%	7 weeks	20 weeks
40%	8 weeks 2 days	24 weeks

If your child's attendance falls below 92%, all further absences will be unauthorised unless medical proof of absence is provided.

We expect our pupils to be on site in their form rooms by 8:30am (8:25am entry for pupils), where pupils arrive late (without prior parental communication), they will receive a lunch time detention with appropriate sanctions for further instances of lateness. We strive to ensure that pupils make the most of every second of their learning. The table below highlights potential lost learning time across an academic year:

Minutes late PER DAY during the school year	Days of learning lost in the YEAR
5 mins	4
10 mins	7
15 mins	11
20 mins	14
25 mins	21

We would therefore like to share our guidance and support available to you in helping to ensure your child's attendance remains exemplary: <https://smestowacademy.co.uk/wp-content/uploads/2023/01/Attendance-and-Punctuality-Guide17.pdf>

In the following link, you can also find our Attendance Policy which should answer any potential questions: <https://smestowacademy.co.uk/wp-content/uploads/2023/03/SMEST-Attendance-Policy-MAT-23.pdf>

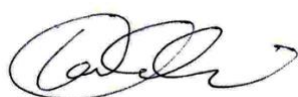
It is usually appropriate for parents and carers to send their children to school with mild respiratory illnesses. This would include general cold symptoms: a minor cough, runny nose or sore throat. Please find the guidance from the NHS: [NHS 'Is my child too ill for school?' guidance](#)

In addition to respiratory illnesses, we are aware that more children may be absent from school due to symptoms of anxiety than before the pandemic. Worry and mild or moderate anxiety, whilst sometimes difficult emotions, can be a normal part of growing up for many children and young people. Being in school can often help alleviate the underlying issues. **A prolonged period of absence is likely to heighten a child's anxiety about attending in the future, rather than reduce it.** If your child needs support, please speak to your child's Head of House who can offer a wide range of support strategies.

Finally, I would also like to congratulate all of our pupils who have achieved 100% attendance throughout the last academic year. This is an achievement that should not be taken lightly and is the epitome of what a Smestow Learner is.

I look forward to your support in helping your child to aim to achieve 100% attendance for the remainder of the year.

Yours faithfully



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Headteacher



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