

12th October 2016

Dear Parent/Carer

Important Information – New Absence Reporting Procedures

Absence Reporting

We take our safeguarding responsibility seriously and must confirm every child's whereabouts each day. **From Thursday, 13th October 2016**, if a student has not arrived at the Academy and we have had no communication from parents/carers, a text message will be sent giving notification that your son/daughter is absent.

Parents can respond directly by texting back to the same number, i.e. *"Joe has fallen and broken his arm, he will be back tomorrow"*. Alternatively, you can respond by calling the Academy on 0114 2358120 option 2. The system we are using, called Keep Kids Safe, will send a text message to a mobile number and a voice message to a landline number. These messages will be sent to parents/carers with parental responsibility.

Late arrival to the Academy

With immediate effect, students arriving after 9am, without prior consent or without medical evidence, such as a GP appointment card will be coded as 'U' in the register. This means that they have arrived after registration has closed. **Having U codes in the register could provide grounds for prosecution as it is an unauthorised absence code and affects students' attendance.** Please ensure your child arrives at the Academy by 8:15am.

We ask that every student strives for 100% attendance. Please support us in ensuring your son/daughter does not take any unnecessary time off and schedule any medical appointments out of learning time.

Your support with this matter is much appreciated.

Yours sincerely

Mr R Sheehan
Acting Assistant Principal