

OUR AIM IS FOR OUTSTANDING ATTENDANCE FOR EVERY STUDENT

At John Cabot Academy we actively promote and encourage outstanding school attendance for all students. We want to do everything possible to encourage high levels of attendance as we know that this will positively affect your child's social/academic progress and will contribute to their personal social and emotional wellbeing at school. We expect your child to have attendance as close as possible to 100% bearing in mind our school expected attendance is 96% for all students. We will work closely with you to improve attendance when it falls short of these measures and we will work with and support families to achieve this.

As a parent/carer we ask that you make it your responsibility to contact the school by 8.30 am on each and every day of school absence. This helps us to ensure that every absent child is safe and accounted for. The telephone number is **0117 9763000**. Messages may be left on the answerphone.

Reducing absence from school is a key priority for us. Year on year we see the relationship between high attendance and students being happy and achieving outstanding progress. Absenteeism can affect your child's confidence and ability to understand what is taught in their lessons and may also impact on their relationships with their peers.

John Cabot Academy has a robust policy regarding holidays taken in term time. Only in **VERY EXCEPTIONAL** circumstances will such a holiday be authorised by the Principal. Parents who take their children on holiday without the permission of the school will be issued with a Penalty Notice. Please ensure that you request permission **prior** to booking your holiday at least two weeks in advance of your intended departure.

In order to achieve the highest possible levels of attendance for your son/daughter we request that routine medical appointments are taken outside of school hours or during the school holidays. Where this is unavoidable, please endeavour to ensure that your child does not miss an entire school day and provide an appointment card in respect of the absence. Whole day absences will only be authorised in exceptional circumstances.

The Government asks us to remind all new parents/carers that **ALL** unauthorised absences are offences under Section 444 and 444(1A) of the Education Act 1996. Parents who fail to work with John Cabot Academy to improve their child's attendance, or fail to implement an improvement may be prosecuted in the Magistrates Court.

Additional information regarding John Cabot Academy's Attendance Policy can be found on our website [hht://cabot.ac.uk/media category/policies/.cabot.ac.uk](http://hht://cabot.ac.uk/media/category/policies/.cabot.ac.uk). Please do not hesitate to contact our Attendance Officer or your child's Pastoral Team Leader if you would like to discuss any issues which may affect your child's attendance.

Kate Willis
Principal



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