



November 2023

Dear Parents

After a much-needed refreshing holiday, we wish you all a warm return.

As always, The Academy at Shotton Hall is committed to maximising the achievement of all our students. Our aim is to promote excellent attendance and punctuality in order to ensure all of our students achieve their potential.

We therefore take this opportunity to remind all parents:

Parents have an additional **legal duty to ensure their child attends school regularly**. This means their **child must attend every day the school is open**, except in a small number of circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

This does not include coughs, colds etc.

Attendance Matters

Students who miss school frequently can fall behind with their work and do less well in exams. Below is a table showing how percentage attendance equates to the amount of school time missed.

Attendance during one school year	Equivalent Days	Equivalent Sessions	Equivalent Weeks	Equivalent Lessons Missed
95%	10 Days	20 Sessions	2 Weeks	50 Lessons
90%	20 Days	40 Sessions	4 Weeks	100 Lessons
85%	30 Days	60 Sessions	6 Weeks	150 Lessons
80%	40 Days	80 Sessions	8 Weeks	200 Lessons
75%	50 Days	100 Sessions	10 Weeks	250 Lessons
70%	60 Days	120 Sessions	12 Weeks	300 Lessons
65%	70 Days	140 Sessions	14 Weeks	350 Lessons

Should your child be absent from school and where a pattern of non-attendance is emerging:

- The Attendance Officer will investigate.
- Parent will be invited to a meeting to discuss concerns and plan a resolution.
- Where intervention is not successful, parents and students may be referred to Durham

- County Council's attendance improvement team for further investigation.
- Where intervention attempts have failed consideration will be given to the issue of a FPN (fine) or prosecution at magistrates Court under section 444 of the Education Act 1996.

We understand there can be challenging times, therefore we ask that you contact our Attendance and Pastoral team should you wish to discuss additional support or advice.

Reminders:

- All students must arrive for a prompt start at 8:20am to ensure they are ready for the school day. Students arriving after 8:30am will be marked as 'late'. Arrivals after registration closes are at risk of losing their morning registration mark, impacting their overall attendance.
- Please remember to contact our school office to report any absence, leaving your child's name and reason for absence each day of absence.
- Leave of Absence is not permitted during term time unless there are 'exceptional circumstances'. Parents must complete and return a Leave of Absence form prior to absence.

Please contact the attendance team should you require additional advice or support

For any additional information please refer to the school's attendance policy found on the school's website.

Yours sincerely

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