

Principal: Mrs J Lowry-Johnson BA (Hons)

Dear Parent/Carer,

RE: Attendance and Punctuality

Can I take the opportunity to remind all parents and carers the importance of excellent attendance and punctuality at the academy. All students have recently had an assembly to reiterate the importance of these two areas and the impact it has on performance if attendance and punctuality is poor.

Attendance at school is vital. Students need to be in the classroom, learning from the teacher and engaging in the activities if they are to achieve their full potential. I understand, there are times when absence is unavoidable, particularly in the light of Covid-19, however, we need to maximise attendance wherever possible to ensure your child reaches their full potential and meets or surpasses their target grades. Equally punctuality to both school, form and lessons has the exact same impact. We initiate a zero tolerance to internal truancy at OCA as we are determined to fulfil our vision in 'making the biggest difference to the lives of our students by laying the foundations for a successful future', thus setting them up for life in employment. With this, we are striving to embed the message that 2 minutes or 2 hours, late is late, so students need to be responsible for their own time keeping.

As part of our bid to improve attendance and punctuality, we now have our academy minibus out and about in the community every day making home visits and/or collecting students to bring them into school. We pride ourselves in doing what we can to work in partnership with yourselves and break down any potential barriers that may be their reason for absence. Alongside this, please inform the academy of any absences as soon as possible and raise anything that we may need to be aware of. Schools are required to inform the Local Authority for any students who have unauthorised leave of absences and consideration will be given to the issue of Penalty Notices in these cases.

We are keen to reward excellent student attendance and punctuality and will continue with our many reward schemes to encourage such attributes. These rewards include; praise postcards, 100% attendance rewards and vouchers, most improved rewards and vouchers, end of term daily rewards, free breakfasts and many more.

Moving in to the Spring term, I know some families may be planning on taking holidays this year. Please can I remind you that we must follow the legal guidance that stipulates holidays must not be taken in term time and will be marked as unauthorised, unless there are exceptional circumstances. Students have another assessment period after February half term and again in the Summer term, therefore absence from school may have a big impact on their performance during this time.

Finally, please refer back to the information pack sent out in September for any further information, or look on our school website. Many thanks in anticipation for your support with the above. Any further questions, please do not hesitate to contact our attendance team.

Yours sincerely,

N. Johnson

Miss N Johnson – Vice Principal Curriculum