



Attendance at Summerhill Academy

We would like to extend a **big thank you** to all our Summerhill Community for supporting your children to attend school and engage so well with their learning during. We know this reflects the value our families place on children learning in school every day.

At Summerhill, we want and expect our pupils to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel **settled in school, maintain friendships, keep up with their learning** and gain the greatest **life-long benefit** from their education. Attending school on time every day also helps to form good habits which can stay with them throughout their educational journey and on into the workplace.

Arriving at school on time

Years 3 and 6 – 8:30 am

Years 4 and 5 – 8:40 am

Arrival after 8:50 am will be marked as Late. Arrival after 9:10 am will be marked as U (late after closed register)

Illness

Minor ailments need not be a reason for staying at home e.g. tummy/head ache. If your child feels better as the day progresses, they can then attend for the rest of the school day. If your child attends school when feeling slightly under the weather, but feels worse during the school day, we will contact you to let you know if we think they need to go home. If you aren't sure whether to send your child to school, please contact us and we will be happy to support and advise where appropriate.

If your child is too ill to attend school, you must notify the academy before 8:30am on the first day of absence. If your child is ill for more than one day, you will need to let us know on each morning of the absence, unless otherwise agreed. To report an absence, please contact the school office.

Unexplained Absences

The academy will follow up any pupil absences where the parent/carer has not contacted us to explain why, or where we are unclear about the actual reason for absence. In the first instance, this will be via a text message and may be followed up by a phone call or home visit from a member of the attendance team.

Unexplained absences will be recorded as unauthorised.

Medical/Dental Appointments

Please try to avoid medical and dental appointments in school time. If this is unavoidable, arrange appointments so that the minimum school time is lost. Unless it is an emergency appointment, parents/carers are expected to let the academy know about the appointment in advance. You should also provide evidence of the appointment, such as an appointment letter or card. Your child should still attend school for as much of the school day as possible.

Supporting families

When a pupil is absent, we will always follow our duty of care and do our best to **support them and their family** in a range of ways:

- Daily phone calls and/or home visits from a member of the attendance team to check on **well-being** and to see if any support is needed
- Referral to appropriate outside agencies if required e.g. First Response for safeguarding concerns, Family In Focus for early intervention support.