

To: All Parents/Carers

20th November 2017

Dear Parent/Carer

Re: Attendance at Thornhill Community Academy

I wanted to take the opportunity to write to you again regarding attendance. There has been an increase in absences over the last couple of weeks due to coughs, colds and other minor illness.

We consider minor illnesses/conditions to be things like period pain/cramps, sore throat, headache, cough/cold, hay fever or minor injury. We recognise that students may suffer with these throughout their time with us and would like to encourage them to still come to school.

If your child is absent, even if you have followed correct procedure and contacted school, you may receive a visit from our Attendance Officer, Miss Malyon. As part of our safeguarding procedures we carry out welfare calls if your child has been absent for a few days.

I would like to remind you that our Welfare Officer, Mrs Griffiths, is able to help your child manage their symptoms in school. If you would like to send paracetamols or other medication then please contact Mrs Griffiths. She can keep this locked securely in the medical room and ensure your child takes it when needed. If appropriate, staff can monitor your child throughout the day and ensure you are contacted if necessary.

If your child needs to attend a medical or dental appointment we ask that you try to make this out of school time where possible as medical appointments are counted as an absence.

Good attendance is a priority for us at the Academy. If students are to make good progress in school and achieve good outcomes then it is important that they attend regularly and punctually. Even missing occasional days across the school year can have a detrimental impact on their learning.

We will contact you throughout the year informing you of your child's attendance percentage. If your child's attendance is poor then we will take action and offer you support to improve this. Children who achieve 100% attendance will receive certificates and be entered in to prize draws.

Yours faithfully



Ms B Matthews
Headteacher