

November 2023

Dear Parents/Carers,

I am very happy to introduce myself as the new Attendance Officer at Thornhill Community Academy. I am looking forward to working with you all on any attendance related matters moving forward and thank you in advance for your continued support in promoting excellent attendance standards with your child(ren).

Our Academy attendance target is 97% and currently we are quite a way off this target. Attendance is a vital element to student success, and it is critical that we work in partnership together to ensure your child attends school every day to unlock their full potential.

As we enter the winter months, there will inevitably be a rise in coughs and colds, headaches and general minor illness. It is vital that students are still attending school despite these minor ailments. If your child is feeling unwell, please encourage them into school. If they are genuinely too unwell to be in school as the day goes on, this will be dealt with appropriately by staff and you will be contacted. You are welcome to leave medication such as paracetamol etc in school for your child to take if they are feeling unwell. Simply bring the medication to reception and complete one of our short medical forms giving consent for us to administer the medication as required.

We have recently seen a rise in the number of medical appointments taking place during school time. Please ensure that where possible, medical appointments e.g., dentist, optician or doctors' appointments, are made outside of school time. Students should not be leaving school during the day for appointments unless it is an emergency. If your child does have an unavoidable appointment during the day, please send proof of the appointment via a text message to the Academy or via email – ben.gallagher@sharemat.co.uk. Any appointments attended without proof will unfortunately be unauthorised absence.

When contacting the Academy to report any form of absence, please clearly state the reason for absence. Stating that your child is "unwell" is not an acceptable reason for absence and you will be contacted asking for further details. Please ensure that all absence is reported to the Academy by 8.30am at the latest. This is crucial so we can safeguard our students. If your child is absent for more than



01924 324890



Thornhill Community Academy,
A SHARE Academy
Valley Drive, Thornhill, Dewsbury
WF12 0HE



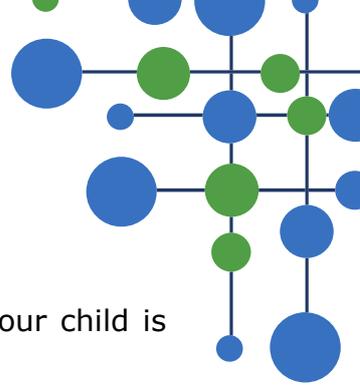
[office@thornhillcommunity
academy.co.uk](mailto:office@thornhillcommunityacademy.co.uk)



[thornhillcommunity
academy.co.uk](http://thornhillcommunityacademy.co.uk)

Valuing people, supporting personal best

Share Multi-Academy Trust, an exempt charity and a company limited by guarantee. Registered in England and Wales 07729878.
Head Office SHARE Multi-Academy Trust, c/o Shelley College, Huddersfield Road, Shelley, Huddersfield, HD8 8NL



one day, you are required to contact the Academy every day that your child is absent.

I will be in touch with the families of those students who are either already classed as persistently absent (below 90%) or those close to the persistent absence threshold, over the coming weeks to organise support meetings and next steps plans to ensure attendance does not decline further.

If you require any support with the attendance of your child, please don't hesitate to contact either myself or your child's Student Manager. I look forward to working with you and your child in the near future and I am excited to be part of the team at Thornhill Community Academy.

Yours sincerely,

Mr Ben Gallagher
Attendance Officer