

Monday 1<sup>st</sup> March 2021

Dear Parents and Carers,

**Attendance Guidance from Monday 8<sup>th</sup> March 2021**

We are very much looking forward to welcoming your child back to school on Monday 8<sup>th</sup> March 2021 and wanted to ensure our attendance expectations, in line with the most recent government guidance are communicated clearly.

As you are aware, regular attendance is extremely important. Without this commitment, children may be at a distinct disadvantage in terms of realising their full potential. Following the recent extended lockdown period, it is even more vital that your child attends school every day to enable them to re-establish connections and relationships with their peers and teachers, settle back into daily routines as well as have access to high quality daily learning experiences in the classroom.

**Punctuality**

Please ensure your child is dropped off and collected on time as learning begins as soon as the school day starts and arriving late may result in your child missing important input, as well as making them feel different to their peers. Being punctual is an important value to instil in all children to prepare them for later life and helps them to maximise their potential every day. Please see the table below for your child's drop off and collection time:

	<b>Start Time</b>	<b>Entrance</b>	<b>Finish Time</b>	<b>Exit</b>
<b>RECEPTION</b>	08:35	EYFS gate	15:00	KS1 gate
<b>KS1(Y1 and Y2)</b>	08:45	EYFS gate	15:10	KS1 gate

<b>KS2A (Y4 &amp; Y6)</b>	08:35	KS2 Drive	15:05	KS2 path
<b>KS2B (Y3 &amp; Y5)</b>	08:45	KS2 Drive	15:15	KS2 path

Every class takes a register twice a day. Children arriving after the start of school but before the official close of the register (9:00am) are marked late by the school office. Children arriving after the official close of register, at (9.15am), are marked late-absent and lateness is treated as an unauthorised absence for the morning session.

### Reporting Absence

Please inform the school of the reason for your child's absence. At Forest Academy the first day of an absence should be communicated by a telephone call to the school with details of the nature of the illness and, when this can be predicted, the date the child is expected to return. On each subsequent day of absence, a parent must contact the school with a reason for absence.

All schools are required by law to report to the local authority continual pupil absence or irregular attendance. The Education Welfare Service is the attendance enforcement arm of the local authority. The officers are able to bring to the assistance of schools, a wide range of skills and knowledge.

### Self-isolation and shielding

A small number of pupils may still be unable to attend school from March 8<sup>th</sup> 2021 in line with public health advice to self-isolate because they:

- have CV19 symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

If your child has been confirmed as **clinically extremely vulnerable** (CEV) and has been advised to shield and stay at home as much as possible until further notice, please send a copy of the most recent shielding letter to the school before Monday 8<sup>th</sup> March 2021 to confirm this for our attendance records. CEV children will continue to learn remotely by accessing the home learning packs posted weekly on the school website, as well as regular contact with their class teacher. This also applies to those children having to self-isolate at home.

If you are worried for any reason about your child returning to school on 8<sup>th</sup> March 2021, please do contact us so we can provide support. We do understand that it has been an extremely challenging year for everyone, and we want to make the transition back to full-time education as smooth and positive for every child and family at Forest Academy.

Thank you, as always, for your ongoing support.

Best wishes,

Abi Oldfield

Interim Principal

Mrs Pizzy

Attendance Officer