

Our Ref: JP/EH/cc/Attendance

14<sup>th</sup> June 2023



Wednesfield Academy  
[www.wednesfieldacademy.co.uk](http://www.wednesfieldacademy.co.uk)

Dear Parents/ Carers

Following my letter on 28<sup>th</sup> April 2023, I am writing to remind parents/carers that it is pivotal that you ensure your child is in school and on time each day, unless in exceptional circumstances. If your child is going to be absent from school, then please inform the school by telephone before 8:30am. If a pupil's attendance is a cause for concern then the child's house office will call to arrange for a meeting with a member of the attendance team.

The Government classifies any child who has below 90% attendance as persistently absent. Therefore, if your child has below 90% attendance and they are not in school for health reasons, we will require medical evidence in order to be able to authorise the absence. Please send any medical evidence to [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk) along with your child's name, house and tutor group, or if it is not possible to email then give to your child to deliver to their house office.

It is also important that pupils have excellent punctuality to the school day and to each lesson. The school day starts at 8.30am and pupils are expected to be on school site by 8.25am so they can be at their form tutor rooms on time. The Assistant Heads of House are monitoring punctuality across the whole school and pupils whose punctuality is a cause for concern will be placed onto a punctuality report card. Pupils who are late to school each morning will receive a later detention.

I would like to thank parents/carers for their support on this crucial matter. If you have any queries, please do not hesitate to contact your child's Head of House by calling 01902 558 222 or email [postbox@wednesfieldacademy.co.uk](mailto:postbox@wednesfieldacademy.co.uk).

Yours sincerely



Mr Phillips  
Headteacher



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