

Our Ref: JP/JAS/Attendance

5th November 2024



Wednesfield Academy
www.wednesfieldacademy.co.uk

Dear Parent/Carer

We are extremely proud of the work from pupils, parents and staff which has led to an increase in attendance of pupils to school. It is no surprise that pupils who are in school with good attendance achieve better and are able to access a wider range of opportunities whilst at Wednesfield Academy. High pupil attendance also enables pupils to have a broader array of prospects when they leave us either at 16 or 18 years old.

Whenever pupils do miss lessons, it is essential they work to catch up on missed learning to ensure any gaps in knowledge are quickly addressed. Below are some simple steps that should be taken to ensure this happens.

What should pupils do if they miss a lesson?

Whether your absence is planned or unplanned it is your responsibility to make sure you have caught up on the work you missed. If you know you are going to miss a lesson in the week before your absence you may ask your teacher for any worksheets or reading that you can complete.

Following your absence, you should:

1. Ask another pupil in your class to make a copy of notes from the lesson.
2. In the lesson following your absence ask the teacher for any worksheets or other materials used in the lesson.
3. Ensure you have either copied up the work or placed a photocopy of the notes in your book/folder within two weeks of missing the lesson.
4. If you are absent for a longer period, teachers will agree how you are going to catch up on missed learning.

How can parents support when a pupil misses a lesson?

1. Remind your child they need to catch up on missed learning.
2. Check class charts for any missed homework.
3. If you have any concerns about the amount of work missed or would like some support please call your child's Head of House or contact them by emailing the school postbox account.

Thank you in advance for your support and we are grateful to parents who regularly contact the school to ensure that their child catches up on any missed work.

If you have any questions or queries please email postbox@wednesfieldacademy.co.uk For the Attention of Miss Ball (Deputy Headteacher) or call the main reception 01902-558222.

Your faithfully

Mr Phillips
Headteacher



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Academy Trust
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Wednesfield Academy



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