

October 2019

Dear Parents and Carers

I am writing to you to highlight some important aspects of our Student Attendance procedures. As you know, your child's good attendance at Wixams Academy is key to their success. That is why we have set an attendance target of 97% across the academy.

Three key documents are attached to this letter:

1. Attendance Summary document, which outlines our targets and aims.
2. Leave of Absence Request Form, which must be completed at least 4 weeks before any planned absence is taken.
3. Low Attendance Flowchart, which sets out steps to support students with attendance below 95%.

Please note that we will be issuing Fixed Penalty Notice fines for unauthorised holidays and any period of unauthorised absences where there are 10 unauthorised absences within a 12 week period.

Supporting your child to have good attendance at Wixams Academy is a priority for us and there is plenty of support available, starting with your child's Form Tutor and Head of Year. Do please contact one of them to discuss any concerns you might have about your child's attendance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Spyropoulos', written in a cursive style.

Mr Paul Spyropoulos  
Principal