

Dear Parents and Carers,

The Quest Academy believes that *Learning Changes Lives*. For this to happen, it is vital to develop attributes and values which enable students to LEARN. Regular attendance to school is essential for students to achieve their full potential. The purpose of this letter is to outline the importance of attendance, the school's expectations and the key procedures to ensure our students develop and show the key aspects of our LEARN mantra. Most importantly, we want our students to be aspirational for their outcomes and to be empowered and resilient, so they attend every day.

There is clear evidence that links a young person's achievement to their school attendance; not achieving their best at school limits their life choices. Excellent attendance shows students are empowered to achieve their best. Please do talk with your child about the importance of attending school. It is your parental responsibility to ensure they attend.

We are in the process of developing an Attendance-focused page on our website. This will have the parent version of the Attendance and Punctuality policy, as well as a link to the full policy. As soon as the page is live, I will send the information out and ensure it is in the latest version of Sway, our fortnightly parental newsletter. The policy has been developed following feedback from parents over the past 18 months. It will be presented at the next Parents' Forum on Tuesday 13th December.

We expect every student to achieve at least 97.5% attendance each school year.

A breakdown of what a student's percentage attendance equates to across the whole academic year:	
Above 97.5%:	Fewer than 6 days of absence a year – Excellent attendance! These young people will almost certainly get the best grades they can, leading to better prospects for the future. Students will also get into a habit of attending school which will help in the future.
95%:	10 days of absence a year! These students are likely to achieve good grades and form a habit of attending school regularly. Students who have ten days off only achieve 95% attendance.
90%:	19 days of absence a year! Young people in this group are missing a <u>month</u> of school per year; it will be difficult for them to achieve their best. The Government classifies young people in this group as ' Persistent Absentees ' and it will be almost impossible to keep up with work. Parents of young people in this group could also face the possibility of legal action being taken for poor attendance.

Head of School: Mr T. Beecham, BSc (Hons), PGCE, MA

Executive Principal: Mr A. Crofts BA (Hons), PGCE, NPQH, NPQEL

 The Quest Academy, Farnborough Avenue, South Croydon, Surrey CR2 8HD

 020 8657 8935  office@thequestacademy.org.uk  www.thequestacademy.org.uk



Punctuality procedures:

If a student arrives after 8.20am, this could be considered an 'unauthorised absence' and affects their overall attendance. It is essential that students arrive to school on time as persistent, repeated, and excessive lateness affects a student's overall achievement.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

If students are late to school twice in a week, they will receive a Punctuality detention the following week. If a student is late ten times in a half term, they will automatically be placed in a Head of School Saturday detention. Repeated Punctuality detentions will also result in this sanction. Repeated lateness could result in a student being placed on a Pastoral Support Programme. There are also expectations about punctuality to lesson which are outlined in the policy.

Attendance procedures:

Your child should only miss school in exceptional circumstances. If it is unavoidable for your child to miss school, it is vital that this is communicated to the school on each day of absence. You can do this via email to attendance@thequestacademy.org.uk or by phone on 020 8657 8935, following the instructions. If you fail to do this, you will receive an automated message requesting a reason. If we do not hear from you, a further automated message will be sent.

We advise that you make medical and dental appointments outside school hours or term time as much as possible. However, if this is unavoidable, it is vital that you provide evidence to the school of the appointment so that the absence can be authorised. Medical absences still count as absences and affect your child's overall attendance.

If you wish to apply for a Leave of Absence, please use the Leave of Absence form and send to the Attendance email. You will receive a response from the Head of School. It is the government expectation that schools deny requests. If a parent continues with the absence, each parent will receive a £60 fine per child which will be issued by Croydon Council.

We expect our students to be in every lesson every day unless this is absolutely unavoidable due to exceptional circumstances.

Many thanks for your support,

Mrs E. Dean
Assistant Principal

