

Dear Parent/Carer

May I take this opportunity to welcome your child to Southway. As they make their transition to Southway I am sure you would agree that attendance to school is very important. All students should strive for 100% attendance at all times.

Please be aware of our attendance procedures at Southway.

- Due to legislation introduced by the Government you will be aware that we no longer authorise any holiday during school time and a fixed penalty fine of £60.00 will be issued by the Authority to each parent/carers. Please note that the Local Authority attendance guidance defines a parent/carers as –
 - All natural parents, whether they are married or not;
 - Any person who, although they are not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person;
 - Any person who, although not a natural parent, has care of a child or young person with whom the child lives and who looks after a child, irrespective of their relationship with the child.
 - Any person who has care of a child or young person i.e. lives with and looks after the child.

A Holiday Notification/ Exceptional Circumstances form is available from your tutor.

If you do not notify us but we have evidence that your child has been on holiday a fixed penalty fine will still be issued.

- If your child feels ill in the morning please provide them with appropriate pain relief/medication and send them to school. Any medication should be handed in to your tutor who will administer it when required. Your child should be in school if they have a minor illness such as a headache, cold, sore throat or period pains.
- If your child is ill i.e. to the extent that they cannot get out of bed, then please ring the school to notify the office staff on 0113 3367772 before 8:45am. Please advise them the reason for absence and the expected date of return.
- On different days throughout the week members of the Multi Agency team (MAT) and other school staff may visit any child who is absent from school. If your child is well enough to attend lessons then the member of staff will accompany them back to school.

- If your child is absent from school for 5 days or longer please provide medical evidence, i.e. an appointment card, indicating the reason for absence.
- Please arrange all appointments outside the school day wherever possible. If the appointment is unavoidable the academy expects your child to attend before and after the appointment. **A full day's absence will not be authorised for a medical appointment.** Any full day's absence will be marked as parentally condoned truancy.

Southway regularly liaises with the pupil's mainstream school. Please be aware that any pupil who does not meet Southway's attendance expectations will be referred to the attendance team at their mainstream school. Any pupil, who does not meet Southway's minimum attendance expectation, may not be invited to attend the reward trips.

Southway shares the Government's determination to raise the levels of pupil attendance at school because we want to give the best future opportunity for all our pupils.

If you are experiencing any difficulty with your child's attendance please contact the Multi Agency team (MAT) immediately on 0113 3367772.

Yours faithfully

Adam Collins

Yours faithfully,
Adam Collins
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