

November 2022

Dear Parent/Carer

At Outwood Academy City Fields excellent attendance and punctuality is our aim for every child.

Evidence shows that those children who attend school regularly make better progress academically and socially, and go on in the future to secure jobs successfully.

We strongly believe that parents and carers play a critical role in helping us promote good attitudes towards attendance which in turn will help a child achieve full attendance. Together, it is important we ensure that children are present at every opportunity, arrive on time, and are not being taken out of the academy without authorisation. A child's attendance is monitored closely, and we will follow up unexplained absences with parents or carers.

If your child is too ill to attend school please contact the academy by telephone on 01924 298752, before 8am and leave a message with the reason for absence. Please ring the academy on each day of your child's absence, it is important for parents and carers to update school regularly regarding your child's health. You can also contact the academy via email, [attendance@cityfields.outwood.com](mailto:attendance@cityfields.outwood.com).

We urge parents to ensure all medical appointments are not arranged during school hours. If your child does however have a medical appointment during school time, we urge that you remove them from school for the shortest period of time possible, to avoid loss of learning. To authorise a medical appointment we politely ask that you show proof of the appointment in any format, a letter or a text message that verifies the appointment, for record purposes.

When a child's attendance record reaches a concerning level, below 95%, we will contact the parents or carers to discuss ways in which we can support all parties to help improve the child's attendance. We have a range of different interventions available to support attendance, this includes tutor support, school nurse advice around sleep and good habits should it be required.

Punctuality to the academy is key to the learning. Students are expected through the gate for 8:15 am, so they can get to lessons and be ready to learn for 8:25 am. If your child arrives after 8:20am you will receive a late text and students arriving after 8:25am will receive a 30 minute lunchtime detention.

Therefore, we ask parents and carers to support the academy by ensuring that your child attends school regularly and on time. If there are any concerns or issues please do not hesitate to contact the academy to discuss them.

Yours faithfully

Umbreen Kosir  
Associate Assistant Principal