

REF: PLE/DSL/AES

Wednesday 4th October 2023



Re: Attendance and Holidays During Term Time

Dear Parent/Carer,

Attendance

Attendance continues to be one of the top priorities for the Children's Commissioner for England, the Department for Education, and us all here at Q3 Academy Langley.

As we approach Autumn and the weather changes, illnesses such as colds and flu can become more common. The impact of these can be varied and affect the health of a child, and consequently their attendance and learning.

To reinforce the importance of regular attendance, avoid illnesses and where possible, ensure a positive start to each Academy day, can you please utilise the following supportive measures:

- Reinforce hygiene routines daily preventing and controlling infections - GOV.UK (www.gov.uk).
- Help your child(ren) to develop a night-time routine – a regular bedtime is key to ensuring that students get enough sleep and are rested and ready for each day of learning.
- It is not appropriate for children to be going to bed close to midnight, as many report to us they do on a regular basis during the school week.
- Limit time on devices – having an agreed 'switch-off' time for electronic devices can be key to building positive relationships and supports students in being able to relax at home.
- Build a morning routine – ensuring that students have breakfast supports a healthy start to the day and boosts their metabolism, which will allow them to be more alert and make more of each learning opportunity. We of course, in KS3, offer toast, cereal and a drink at Family Breakfast.

We can often feel worse in the morning and if your child is feeling unwell but can come into the Academy, please make sure that they do. Please contact the Attendance Team to inform us if this is the case and we can monitor them throughout the day; we will always contact you if your child is too unwell to continue at the Academy. **We find that this approach often reduces the amount of time lost to avoidable absence.**

Finally, please can you make time to talk to your child(ren) and remind them that:

- All students must be in the Academy on time to ensure a purposeful start to each day.
- All students must arrive to each lesson swiftly to ensure that each learning opportunity is maximised.
- All students should strive to catch up on any work missed through absence.

Life to the full in pursuit of what is good, right and true.



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Chief Executive: Mr Daniel Parkes BA (Hons), MA | Headteacher: Mr Peter Lee BA (Hons), M.Ed, PGCE, NPQH, NPQEL



Holidays During Term Time

Whilst the Academy and its staff will continue to encourage and promote outstanding attendance, we do need you to play your part. This not only includes encouraging your child to come into the Academy every day, but also to not plan your holidays during term time. Due to our extended Academy day that we have operated since opening in 2016 we have always tried to calendar extended school holidays. During 2023/24 for example students have a 12-day break in October/November, and a near four-week holiday over the Christmas and New Year period. **This means that families can take advantage of more favourable holiday costs in going 'out of season'.**

Where you believe there are exceptional circumstances, you must complete a Leave of Absence form **before** you take your child out of the Academy. It should be noted that a family holiday is NOT classed as an exceptional circumstance, and any absence will be recorded as unauthorised, and the Local Authority may fine you. In some circumstances, this could lead to your child losing their place at the Academy, as well as prosecution for parents/carers.

Attendance is a national priority, and after the disruption to learning in the past few years, every minute spent in the Academy really does count. The Government has set out expectations for all schools and parents in a new document 'Working Together to Improve School Attendance', and the Local Authority will be working even more closely with schools to address poor attendance.

As an Academy, we were all able to witness first-hand the impact of strong attendance, with the results that our students achieved in last year's GCSEs and the correlation between strong attendance and strong outcomes. Between now and the end of this academic year, we would be grateful for your support in ensuring that your child's attendance (and learning) is outstanding. If you have any further queries, please contact the Academy, where your child's PLD or Mr. Snell, will be happy to speak with you.

Yours Faithfully,



Mr. Peter Lee
Headteacher



Mr. Daniel Snell
Assistant Vice Principal



Ms. Amy Evans
Attendance Officer

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