

DBB/NPM

24 January 2020

Dear Parent/Carer

At Ormiston Horizon Academy we want all of our students to reach their full potential. This means attending the academy on time every day.

If your child is unwell, please ring the attendance office that morning on 01782-883333 and choose Option 1, stating your child's name, tutor group and reason for absence.

Medical appointments should be made outside of academy hours. If this is not possible then appointments should be made early in the morning or towards the end of the day. Absences will **NOT** be authorised for medical appointments lasting all day, other than in exceptional circumstances. Students should bring an appointment card, letter or a note to be given to their Personal Tutor and must sign in/out at Student Reception.

Holidays should be taken during the set academy holiday periods. Holidays will not be authorised during term time and long periods of absence will affect student performance. Extended unauthorised absence may result in a penalty notice and fine.

Unfortunately moving house, birthdays, shopping trips, looking after siblings and other similar reasons are not a valid excuse for absence from the academy. Please refer to our Attendance Policy for more information which is available on our website.

Attending registration is a legal requirement and lateness causes disruption and affects overall performance. Students should be in the academy by 8.35am. If your child is going to be late please ring and let the academy know and ensure they sign in at Student Reception on arrival to get their mark for the day.

The academy is now working in partnership with **Attend Every Day Counts (EDC) Ltd.**

Attend EDC Ltd improve outcomes for students through the provision of high quality Education Welfare Services wherever there are absence concerns.

Attend EDC staff are qualified, experienced practitioners with a background in Education, Behaviour Welfare and Youth Work. They have an in-depth knowledge and understanding of the needs of schools, families and children. They are also experienced Family Liaison officers and early intervention Attendance Officers who offer further school based support.

Please contact the Attendance Officer, Miss Green (egreen1@ormistonhorizonacademy.co.uk), at the academy if you would like further information.

Yours sincerely



Mr A Fitzgibbon
Principal