

Dear Students,

At the start of the academic year we issued a reminder of our attendance expectations and our policies and procedures in relation to student absence.

We always stress the importance of attendance and we hope to work with you and your families where needed, please do make contact with your head of year for support with attendance related issues.




Please be aware that you can access your attendance record in Edulink and this is updated daily.

It is a proven fact that attendance is directly linked to academic success, our own internal data shows this in relation to our most recent exam results. As shared below, those with a higher attendance record achieved the highest progress scores.

Name	Value	A8 Pts	P8
Attendance	> 97	59.3	0.871
Attendance	>= 94 < 97	52.1	0.611

We actively encourage all students to aim for 97% attendance as a minimum, every day and every lesson counts.

You should attend school every day unless you are genuinely unwell. Dental and medical appointments must be made outside of academy hours. Holidays during term time are not permitted.

	ATTENDANCE RATE	TOTAL NUMBER OF DAYS OFF IN A SCHOOL YEAR
	80%	40
	85%	30
	90%	20
	95%	10
	97%	6
	100%	0

It is essential that you take attendance seriously.

Further information relating to attendance can be found on the academy website. www.westlakesacademy.org.uk
If you would like to discuss this please do not hesitate to contact me.

Yours sincerely,

Miss S McCabe
Vice Principal