

Dear Students,

Attendance is taken very seriously at West Lakes Academy and we work eagerly to help students achieve 100% attendance. It is always fantastic in the summer term when we can celebrate with students who have achieved 100% attendance.

It is a proven fact that attendance is directly linked to academic achievement, in addition to you achieving exceptional results, students with good attendance receive recognition for this through our rewards system.

We actively encourage you all 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 should be made outside of academy hours where possible. If this is unavoidable, a copy of the appointment card/letter is required before the absence can be authorised. Please note that we do not authorise a full day for dental and medical appointments unless there are extenuating circumstances. Medical verification is also required for any ongoing health conditions.

We work to enable you to fulfil your potential and maximise your education and experience. If you have any queries please do not hesitate to contact your Head of Year who will be more than happy to help. Further information relating to attendance can be found on the academy website.

Yours sincerely,

Miss S McCabe