



10th February 2023

Dear parents/carers,

The Redhill Academy Trust are supporting The Carlton Junior Academy to address some concerning attendance issues, including late arrivals, early collections, and contacting school regarding pupils' absences.

Late arrivals

Pupils who arrive late for school may miss important work at the start of their day. Walking into a classroom late also creates a disturbance for those who have already started their lesson.

It is expected that all our pupils arrive between 8.40am and 8.50am, ready to learn. Late arrivals will be monitored closely and may result in phone calls or letters home. If a pupil is late due to a medical appointment, please bring evidence of the appointment to the school office. Where appropriate, we may take advice from the Local Authority to assist us with families who are late on a regular basis. Living a greater distance from the academy, or using public transport, are not an excuse for regularly arriving late. Extra travel time/earlier buses must be allowed for to avoid lateness.

Early collections

Our day finishes at 3.15pm. We do not permit early collection of pupils without prior consent, which will only be granted in exceptional circumstances. If you need to collect your child early for a medical appointment, please be aware that we will need to see evidence of the appointment before allowing your child to leave.

Contacting school

Any communication regarding a pupil's absence must be to the school office, so that registers can be marked appropriately. This can be via phone call, email, or by coming into Reception and speaking to a member of the office team. Teachers are not always able to monitor Dojo as they have teaching commitments: therefore **please do not use Dojo to notify of pupil absences**. Any absences not communicated to the office directly will be marked as unauthorised.

Attendance monitoring letters

Attendance monitoring letters will be sent to families where children have multiple absences or late arrivals. If you receive one of these letters and would like to discuss the contents, please make an appointment with the Headteacher or Trust Attendance Officer.

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