



Principal: Mrs R Curtis  
Summerhill Academy  
Plummer's Hill  
St George  
Bristol  
BS5 7JU  
Tel: 0117 903 0347  
Email: [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk)  
Website: [www.summerhillacademy.org.uk](http://www.summerhillacademy.org.uk)

Dear Parent/Carer,

Following a review of our pupil attendance processes, we would like to bring to your attention some key changes:

### **Morning absence texts/calls**

We would like to remind you that you are required to report the absence of the child in your care by 9am every morning, if they are reported as absent due to sickness we require a call every day. Absences can be reported by contacting the school office absence line or via email. Please provide a full reason for absence including the symptoms.

If we do not receive a reason for absence the office team shall send a text home to request you to make contact to provide this. Should we still not receive a call/contact we shall then call all contacts we have listed on the pupil's record.

### **97% or below texts**

Should the attendance of the child in your care fall below 97% we shall be sending a text home to alert you to this. This will be issued irrespective of the reason for absence.

The class teachers will also address this matter with you.

Should the attendance not improve you will be required to attend a school attendance meeting where we shall work you to improve the pupil's attendance along with our Education Welfare Officer.

### **Term time leave requests from learning**

The request for leave from learning form will be withdrawn with effect from **Friday 15 November 2019**. We would like to politely remind you that term time leave will only be authorised in exceptional circumstances. Unauthorised leave may lead to penalty fines, please see attached leaflet for further details.

Should you need to request leave from learning during term time for your child, this can be done by emailing the school at [info@sa.cabot.ac.uk](mailto:info@sa.cabot.ac.uk) or by sending a letter addressed to the Principal. We shall require a term's notice of any planned leave, so that the necessary steps can be followed prior to confirming the decision, this may include attending a meeting with the Principal.

In order to avoid delays in responding to your request, please can we request that the following information be provided when requesting leave:

Pupil's name and class, dates of intended leave and detailed reason for requested leave.

Yours Sincerely

Rebecca Curtis  
Principal