

Friday 25 October 2013

Dear Parent / Guardian

Student attendance

At the UCL Academy, we believe that outstanding attitude, behaviour, and attendance are vital for students to achieve their full potential. We monitor student attendance and punctuality at the Academy very closely and expect student attendance to be 97% or above. We are proud that our students have fantastic time management skills and are able to be in school by 8.30am and also to arrive at lessons on time.

However, in the instance that your child is unable to attend school due to illness or any other family emergency we require you to notify the Academy no later than 9.30am, in order to register their absence. When phoning the Academy, we ask that you inform us of the period of time your child will be absent or to phone in each day of absence before 9.30am to notify us that they will not be attending school on that day. When they do return to the Academy we require a note from you for our records. For any absence that is five days or more we require a doctor's note, appointment card or a copy of their prescription medicine.

We believe at the Academy that minor illnesses or ailments do not necessarily require absence from the Academy and we would ask you to encourage your child to attend Academy even if they are feeling a little unwell. All doctors or dental appointments should be outside of Academy hours or during holidays where possible.

If you wish to discuss the Academy's student absence policy further please do not hesitate to contact your child's Head of House.

Yours faithfully

Heads of House