

Harris Church of England Academy

Harris Drive, Overslade Lane, Rugby, Warwickshire CV22 6

Telephone: 01788 812549

office@harriscofeacademy.co.uk | www.harris.covmat.org

Headteacher Mrs Roberta Harrison



26th September 2023

Dear Parents / Carers,

The school year is now well underway and we have been impressed by the manner in which our students have embraced the new term.

High attendance and punctuality is, of course, integral to this and we would like to take the opportunity to remind students and parents of the importance of attending school every day and of the impact that poor attendance can have on a student's social and academic development.

We track attendance on a daily basis and will look to inform students and parents of any concerns that arise in a timely fashion. It is important to stress that we recognise there are usually legitimate reasons for student absence but occasional days off can quickly mount up and with it, the detrimental impact on a student's learning. It is equally imperative to note that our priority is to get students back to school and we always look to work with families to remove any barriers to attending so, if your child is struggling to come in, please notify us as soon as possible.

Please take a few moments to read the attached information and feel free to contact us if you have any concerns or questions.

Yours Sincerely

Mrs R Harrison
Headteacher



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Why is excellent attendance important?

Excellent attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success. Through attending regularly, pupils can:

- Build friendships and develop social groups.
- Develop life skills.
- Engage in essential learning and other school social events.
- Achieve to their full potential.
- Minimise the risk of engaging in anti-social behaviour.

Out attendance target for all students is 100% and our minimum expectation is 97%. The visual above shows the impact of days missed and minutes late on a child's learning. For example:

- If a child is late to school just 5 minutes each day, throughout the year it equates to 3 days lost to learning (15 hours).
- Attendance of 97% allows for one day of absence per half term and results in 30 hours lost to learning.

EVERY DAY COUNTS

School and future success starts with good attendance!



1. Parents should report any absence to the school via Study bugs App
 - Download the **Studybugs app** OR visit <https://studybugs.com/about/parents>
 - the absence line on 01423 554087 before 8.30am.
 - Email attendance@harriscofeacademy.co.uk
2. Parents should contact the school for each day a pupil will not be attending school.
3. If the school are not notified of the absence, parents will be contacted through our Truancy text messaging service.
4. If school is not notified of the reason for the absence it will be recorded as unauthorised absence, and this adversely impacts a pupils' attendance.
5. We will request medical evidence if a child's absence is 5 or more consecutive days.
6. We will request a specialist letter when there is an absence of more than 2 weeks.
7. Term time leave will only be granted by the headteacher in exceptional circumstance.
8. Where possible all appointments should be made outside of the school day.



Part of the Diocese of Coventry Multi Academy Trust

An exempt charity and a company limited by guarantee, registered in England and Wales No 8422015

Registered Office: The Benn Education Centre, Claremont Road, Rugby CV21 3LU

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AS A PARENT OR CARER YOU CAN HELP BY:



- Ensuring your child understands the importance of excellent attendance and punctuality.
- Taking an interest in their education – asking about school work and encourage them to get involved in school activities.
- Discussing any problems they may have at school and inform their Tutor/Head of Year to pass on concerns quickly.
- Not allowing them to take time off school for minor ailments.
- Arranging appointments after school hours.
- Being open and willing to work with us to improve your child's attendance.

AS A STUDENT YOU CAN IMPROVE YOUR ATTENDANCE BY:



- Speaking to a trusted adult about the reasons why you might not want to come to school.
- Trying hard every morning to get up and get to school, unless you are really unwell.
- Getting an early night, feeling tired on a morning can make getting to school harder.
- Make sure you get to school on time every day.

We are here to help!!

If you are concerned about your child's school attendance, it is always best to talk to us first. Students with attendance of less than 95% are monitored closely by the Attendance Team. Please contact your Head of Year or Attendance to seek support.

Contact the team:

Education Welfare & Attendance Officer
Miss Fricker

E: Attendance@harriscofeacademy.co.uk

T: 01788 812549

Heads of Years

Year 7 - Mrs Stonell - stonell.t@harriscofeacademy.co.uk

Year 8 – Mr Cope - cope.s@harriscofeacademy.co.uk

Year 9 – Mrs Ager - ager.c@harriscofeacademy.co.uk

Year 10 – Mrs Keenan - keenan.m@harriscofeacademy.co.uk

Year 11 – Mr Bradley - bradley.d@harriscofeacademy.co.uk



You can report your child absence via the new **Study Bugs** app -

Download the **Studybugs** app
OR visit <https://studybugs.com/about/parents>
Iphone - [Studybugs on the App Store \(apple.com\)](#)
Android - [Studybugs - Apps on Google Play](#)



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