



Fulbridge Academy is part of the Four Cs MAT



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Principal: Mr Ben Erskine



Fulbridge Academy

Dear Parent/ Carers

September 2023

### ATTENDANCE AND LEAVE OF ABSENCE DURING TERM TIME

We are delighted with how the children are settling into the new year at Fulbridge Academy. I'm sure you understand the importance of good attendance and how beneficial it is to the success of your child's education. We are positive that with your support, you will help us in achieving our school attendance target of 97%.

For us to give your child the best possible education we must stress that:

- Medical appointments are made after school, on weekends, or during school holidays. (Evidence of any appointments in school time must be given to the school office or emailed to - [office@fulbridgeacademy.co.uk](mailto:office@fulbridgeacademy.co.uk).)
- Children MUST be in school on time, school starts at 8.30 am and will be registered as late after 8.40am.
- It is not always necessary to keep your child at home with minor ailments. Medicine can be administered at school if required. Medication must be handed in at the school office.
- Authorised leave can be granted in exceptional, unavoidable circumstances. If any unauthorised leave is taken you will be liable to a penalty notice issued by the Local Authority and your child may be at risk of losing their school place.  
(Please seek advice from the school office before booking any leave)

Myself & Mrs. Delegate, the Pastoral Manager closely monitor attendance together, please help us by ensuring your child makes the best possible progress through good, uninterrupted attendance at school.

**If your child is genuinely ill, you must contact the school office on the first day of absence, before 9.00 am to inform us of the reason they will not be attending school.** If no reason is received an unauthorised absence may be given.

Yours Sincerely  
Mr. S Smee  
Head of School



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