



Attendance Newsletter

Welcome

Welcome to the first edition of our Attendance Newsletter at Chase Terrace Academy.

At Chase Terrace Academy, excellent attendance is essential for pupils to reach their full academic potential and develop socially, emotionally and morally. Research shows that pupils with high attendance achieve better results and face fewer safeguarding concerns.

We therefore set high expectations for all pupils, with consistent attendance of at least 98% playing a crucial role in progress, wellbeing and positive friendships. This newsletter provides parents and carers with the information and practical guidance needed to maintain strong attendance and avoid the risks linked to persistent absence.

How can we support with good school attendance?

Our Attendance Team plays a key role in supporting pupils to attend school regularly and thrive. We work closely with pupils, parents/carers, and staff to identify any barriers to attendance and put in place practical, supportive measures to help children be in school every day. This can include one-to-one meetings, tailored attendance plans, mentoring, and guidance on accessing additional support where needed.

Our approach is always supportive and collaborative, aiming to work with families to overcome challenges rather than penalise. If you have any concerns about your child's attendance or would like advice on how we can support you, please do not hesitate to [get in touch with our Attendance Team](#). We are here to help every child achieve their full potential.

In addition to our Attendance Team, our Progress Teams are also available to provide ongoing support to pupils and families. We encourage families to communicate directly with the Progress Teams via email. You can find the contact details for each year group [here](#) - simply click on the name of the relevant team member to get in touch. Whether you need support, have concerns, or would like to share positive news about your child, our Progress Teams are here to listen and assist.

NHS Guidance for illnesses

It can be tricky deciding whether or not to keep your child off school when they're unwell.

There are government guidelines for schools about [health protection and managing specific infectious diseases at GOV.UK](#). These say when children should be kept off school and when they shouldn't.

Is my child too ill for school?

Click [here](#) to access NHS guidance covering a range of health conditions and recommendations on when your child should attend school.

Issue 1: April 2026

Attendance and Punctuality

Students are expected to be in Personal Development lessons at 08:30am. We will be running our '[H82BL8](#)' (Hate to be late) campaign from 13th - 24th April to support students in positively engaging in all lessons and aspects of school. Punctuality is key to our pupil's enjoyment and success at school.

Medical appointments

Where possible, we encourage parents/carers to make appointments outside of school hours. Where this is not possible, we please ask that parents/carers notify us in advance and the pupil should only be out of school for the minimum amount of time necessary for the appointment. We also ask parents/carers to provide evidence of medical appointments which fall inside the school day to authorise the absence.

Hospital appointments

We ask parents/carers to provide evidence of hospital appointments which fall inside the school day. Parents/carers should avoid taking the child out for the entire school day. If we consider that the child could have attended for part of the day but is absent for the whole day a proportionate unauthorised absence will be recorded.