



Atlantic Academy Portland

an Aspirations Academy

Miss Heppell - Principal of Primary
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Dear Parents & Carers

As a school, we place a high priority on achieving excellent attendance, as this enables students to take full advantage of their education, encourages positive well being, promotes good mental health and develops habits and skills appropriate for their later working life. To ensure that absence does not affect a student's life chances, it is important that we work together with you to maximise the attendance of your child.

You will find the latest version of the school attendance policy on our website: [Policies and Risk Assessments](#) which we ask that you take time to read through.

Summarised below are the actions you should take for any "on-the-day" absences or "future absences".

Notification of **unplanned absences on the day** (any and all absences reported on the day will initially be considered unauthorised until sufficient information is received that the school feels confident that it can legitimately authorise the absence):

1. **Illness** - notify the school by 09:00 on the first day when your child is not well enough to attend school and each subsequent day that your child will not be in attendance via the contact form available on the school website (preferred method) or by telephone (01305 820262) and selecting the attendance line. You should give details of symptoms of illness in the initial contact with the school.
2. **Emergency medical or dental appointments**– notify the school as above. The absence will be classed as unauthorised until the contact form with relevant evidence is received.
3. **Any other emergency absence**– notify the school as above

Useful guidance regarding absence due to illness can be found here: [Is my child too ill for school? - NHS \(www.nhs.uk\)](#).

Please be aware that the decision as to whether an absence is classed as an authorised or unauthorised absence is for the school to make and we will do this in line with our legal and statutory obligations.

Yours faithfully

Mrs Migilari
Vice Principal