

1st February 2021

Dear Parent/ Carer,

Attendance expectations at Royds Hall, A SHARE MAT Academy: During National Lockdown

At Royds Hall, A SHARE Academy, we strive to facilitate all our students with preparing for their futures at college, university and employment, by developing their employability skills. A crucial employability skill is excellent attendance and punctuality. As a result, **our school benchmark for good attendance is 96.5%**, to enable our students to achieve the education they need to be successful in their future.

May I take this opportunity to remind you of our attendance expectations and procedures at Royds Hall. These expectations are the same as pre National lockdown. This information is also available on our school website.

Attendance expectations:

- All students are expected to attend **all live lessons** on MS Teams, on time and for the **full duration** of the lesson. Attendance to each live lesson is being recorded on our usual attendance system SIMS and teachers will check that students are still on the MS Teams call, throughout the lesson.
- All work should be submitted, as directed by the teacher, following each lesson
- Medical and other appointments must be made outside of the school day, as usual, unless it is a medical emergency. If an appointment during the school day is unavoidable, the school expects your child to attend before and after the appointment. Evidence needs to be provided to explain any unavoidable appointments. If your child has had a medical appointment (e.g. doctors, dentist, hospital, CAMHS) please forward to the attendance office a copy of any appointments (text, appointment card, letter or prescription) which will be added to the students file.
- **A full day's absence will not be authorised for a medical appointment.** Any full day's absence will be marked as parentally condoned truancy (unless in exceptional circumstances).

Attendance procedures:

- If your child feels ill in the morning please provide them with appropriate pain relief/medication and ensure they attend their live lessons on MS Teams. Your child should still attend live lessons, if they have a minor illness such as a headache, cold, sore throat or period pains. If your child has an ongoing medical condition please contact the Head of Year or Attendance Officer.
- If your child is ill i.e. to the extent that they cannot get out of bed, then please ring the school before 8.00am (voicemail available 24 hours) to notify the attendance officer on **01484 463366 option 1** or via email at royds.attendance@sharemat.co.uk . Please clearly advise the students name, year group and reason for absence. Please call to update the attendance officer on each and every day of absence.



01484 463366



Royds Hall, A SHARE Academy
Luck Lane, Huddersfield
HD3 4HA



royds.office@sharemat.co.uk

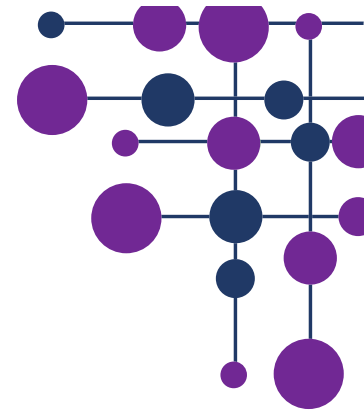


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- Members of school staff will be contacting parents of students who are not attending any of the live lessons each day
- On occasions throughout the week members of the Pastoral team, Attendance Officer or other school staff may complete a home visit to any child who is absent from school. This will continue during the current National Lockdown
- All requests for holidays in term-time will be unauthorised and may result in a Fine being issued by the Local Authority. A form to request holidays and/or absence for exceptional circumstances is available from: our website, school reception or the attendance office. Please check our full attendance policy on our website for guidance on absence in term-time.

Royds Hall, shares the Government's determination to raise the levels of student attendance because we want to give the best future opportunity for all our Students. If you are experiencing any difficulty with your child's attendance please contact the appropriate Head of Year or Attendance Officer immediately on [01484 463366](tel:01484463366) or via email at royds.attendance@sharemat.co.uk . This includes any difficulties related to IT equipment/ internet access.

If you require any further information, please do not hesitate to contact your son/daughter's Head of Year via email.

Yours Faithfully

E.Devane

Miss E.Devane
Senior Deputy Headteacher

