

Ref:BPE/ANH/TransitionAttendance

23rd June 2023

\*This letter is available in different languages on request\*

Dear Students, Parents & Carers,

### **Attendance**

At the City of Peterborough Academy we believe it is vitally important for students to attend school regularly and punctually. We expect all students to attend school every day. This will give them the best opportunity to progress and achieve their full potential. The best ways for students to make progress and enjoy all of the opportunities on offer is to simply attend school every day.

At the City of Peterborough Academy we...

- Expect every student to attend school for **at least 97% of the time**
- **Expect students to arrive on time every day – we expect students on site by 8.30am to register in tutorial by 8.35am**
- Will support parents in their legal responsibility to ensure their child attends school regularly and punctually
- **Believe family holidays should not be taken during term time.** We will not authorise requests for holidays during term time, unless in exceptional circumstances

Parents or adults at home will be expected to contact us by telephone on the first day and each subsequent day of their child's absence.

The academy should also be informed of any planned absence in advance, this includes unavoidable medical appointments during the school day.

Good attendance and punctuality will positively impact progress and also encourage students to become responsible and resilient individuals, which will serve them well in their future working lives.

Further information regarding attendance can be found on our school website

[City of Peterborough Academy - Attendance](#)

### **Transition Summer School**

Additionally, we have an opportunity for a summer transition camp for our new CoPA cohort. This will take place on Thursday 31<sup>st</sup> August and Friday 1<sup>st</sup> September. These will be free offers but are optional for families to send their children to. These days are only available to students who will be attending CoPA in year 7 in September.

Please register your interest for your child to attend the transition days by completing the following form.

<https://forms.office.com/e/x6GzPzjwY7>

These places are not confirmed and will not be confirmed until the end of July. Registering your interest is to support with numbers for these events.

### **Reminder for Transition Days**

Lunch will be provided by the school and all students will need to choose what they would like for each day. It is important that student's pre-book their dinners for these days and outline any allergies they may have. Please complete the google form with your child by completing the following link.

<https://forms.office.com/e/VD5ZuFif4B>

If your child prefers a packed lunch rather than a hot dinner, this is fine.

### **Transition Admission Forms**

As part of preparing for a smooth start for your child we need you to complete the admission and information form. This will allow us to ensure we have current contact details and all the essential information regarding your child.

**Please complete this form by Monday 26<sup>th</sup> June - <https://forms.office.com/e/RKK9gx0na3>**

If you have any questions, please contact the school by email. We are always happy to help.

Yours Sincerely,



Amberley McKeen  
Senior Assistant Principal



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