



Holly Lodge



Science

A Specialist 11- 19 Science College
Holly Lane, Smethwick, West Midlands, B67 7JG
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Headteacher: Ahson Mohammed BEd (Hons)

Dear Parent/Carer,

We would like to remind all parents of the importance of school attendance and our commitment to students. We ask all parents to set the highest of expectations for attendance for the year ahead.

Our target for your child is 97%+ attendance next year!

We expect students to:

- Arrive in school by 8.40am for registration that starts at 8.45am.
- Be on time for all lessons.
- Make sure a note is sent from parents/carers to explain absences.
- If late in the morning, sign in at Main Reception.
- Tell their Form Tutors, Student Services Manager or Key Stage Coordinators if they are having problems attending school for any reasons.
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We expect Parents/carers to:

- Ensure that children attend school on time every day.
- Telephone the school on the first day of absence if possible.
- Where possible make any medical or dental appointments outside school hours or not in term time.
- Do Not book any holidays or take children out of school during term time.
- Notify school as soon as problems arise with child's attendance.
- Encourage children to report any issues immediately to school staff.

We will be working with the Local Authority to monitor attendance as per the colour coded attendance bands detailed on the other side of this letter.

The rewards for good attendance are clear: Students are more likely to enjoy school, achieve better results and often get better jobs/training opportunities.

Please help us to make sure your child gets the best from their education... aim for gold at 97%+.

Yours sincerely

A Mohammed
Headteacher

A Foundation Trust School, Supported by the Smethwick Health and Wellbeing Education Trust



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