

8<sup>th</sup> November 2022

**Re: Year 9 Catch-Up Programme**

Dear Parent,

Further to my letter dated 1<sup>st</sup> September, I cannot stress again the importance of your child's regular attendance to school. In short, any period of absence can, and most likely will, have a negative impact on their GCSE outcomes.

From Monday 3<sup>rd</sup> October, the Academy restarted its Catch-Up Programme with Year 11 and extended this to Year 10 from Monday 31<sup>st</sup> October. Following a review, the programme will now be **extended to Year 9 from Monday 14<sup>th</sup> November**.

The programme will operate in the following way:

- Pupils will be required to catch-up on **all work missed during any period of any absence**.
- The **SLT Lead** for your child's House will be responsible for issuing catch-up forms and monitoring their completion.
- Pupils with an attendance of **96+%** will be permitted **5 school days** to catch up with any work missed. This will be recorded on a catch-up form and signed off by the classroom teacher. The SLT Link will complete the final 'sign off' to confirm that all worked missed has been caught up. Pupils who do not catch up within 5 school days, will be directed into catch-up sessions during break, lunch and afterschool, until such time as the work is caught up. Where possible, access to MS Teams and learning support staff will be made available during these sessions.
- Unless in exceptional circumstances, pupils with an attendance **<96% and/or who are absent due to an unauthorised holiday**, will automatically be directed into catch-up sessions during break, lunch and afterschool, until such time as the work is caught up.

I appreciate your support in the above, however, should you need to discuss this further, please contact the Academy's Attendance Champion, Mr. M. Cartlidge - [MCartlidge@eastwood.southend.sch.uk](mailto:MCartlidge@eastwood.southend.sch.uk)

Yours sincerely,



Mr. N. Houchen  
Principal