



Huntingdon Academy

A L.E.A.D. Academy

Executive Headteacher: Mr Ross Middleton

Head of School: Mrs Rebecca Riley

Address: Alfred Street Central, St Ann's,
Nottingham NG3 4AY

Telephone: 0115 915 6841

admin@huntingdonacademy.co.uk

March 2025

Dear Parent/Carer,

Foundation 1 Attendance Expectations

Outstanding attendance in school plays a key role in a pupil's academic achievement and personal development. Good attendance in school leads to further learning opportunities and ultimately better life opportunities. This is why at Huntingdon Academy we wish to work in partnership with you to help your child achieve an outstanding attendance record and reach their full learning potential.

We have systems and expectations about our nursery attendance, which we have outlined below. Please take time to read them carefully.

Absences

If your child is absent from school, it is your responsibility to contact the school to inform us of your child's absence and the reason why.

Please report any absence by contacting the school office team by emailing admin@huntingdonacademy.co.uk alternatively messaging on our Schoolcomms app or phoning 0115 9156841. Please be aware that if your child has experienced vomiting and diarrhea, then they will need to stay off school for 48 hours.

Other short absences – If you know that your child will be absent from nursery in advance, please follow the procedure above and let the class teacher know, as this information is very helpful when we are planning our support/ratios in nursery.

Leave/holiday leave

We understand that parents may wish to take their children on holiday during their pre-school year. Where holidays are less than 2 weeks, we can keep a place open for your child (if agreed in advance). Please be aware that if your child is absent for more than this amount of time, or we have not heard from you, your child may be taken off roll. If there are places, you may reapply on your return.

It may be possible to take a longer holiday, if it falls within the school holidays, as only term time will be counted towards the 2 weeks. If you have accepted a school place with us for the reception year, we would not recommend holidays in July, due to important transition events.

Low attendance

We expect all children in nursery to have an attendance of at least 80%. This is equivalent to attending 4 out of 5 days a week. If their attendance drops below this, we may ask to meet with parents/carers to

Registered no. 08296921





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discuss the absences and reserve the right to withdraw from the nursery place if attendance doesn't improve.

Rewards

We have a variety of attendance rewards that the children are presented with throughout the academic year for excellent and improved school attendance.

School start and finish times

Morning session:

8:45am Arrival 11:30am -11:45am Dismissal

Afternoon session:

12:30pm Arrival 3.15pm-3.30pm Dismissal

Thank you for taking the time to read this letter. It is important that we communicate key messages to continue to provide the best for our children at Huntingdon Academy.

Kind Regards

Miss Lindsey

EYFS leader

Mrs King

Attendance and Medical Officer

Mrs Mather

Class Teacher

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SCHOOL
MEMBER

INVESTORS IN PEOPLE™
We invest in people Platinum