

7th February 2024



Spring Common Academy

American Lane
Huntingdon
Cambs.
PE29 1TQ
Head Teacher: Rebecca Greig
School Telephone: 01480 377403
office@springcommon.cambs.sch.uk
www.springcommon.cambs.sch.uk

Dear Parents & Carers,

We know that the more regularly a young person attends school, the better their outcomes in later life will be. We understand that there are times when your child may not be able to attend school, but we are here to support you in removing any barriers to good, regular attendance. We aim to ensure that every moment at school supports our young people with not just their learning, but also their communication and wellbeing. Our curriculum is exciting and progressive, and we want our pupils to want to come into school to learn.

To help us keep your child in school, please can you consider the following:

Contact Details:

Please can you make sure we have three current phone numbers so that we are able to contact an appropriate person if necessary.

If your child is ill:

If your child is ill, please contact the school via our office number, 01480 377403, by 9 am on the first day of absence (giving the reason), and each day after that. Parents/carers will also need to contact their transport provider if this is applicable.

Family holidays and requests for absence:

Leave of absence during term time is granted by the Head Teacher in exceptional circumstances. An 'Application for Leave of Absence Form' can be requested from the school office.

Request for proof of appointments:

We are required to have proof of medical/dental/health appointments. This may not be possible in every case, but where you are able to provide a photo of a letter/forwarded message/screenshot or similar it is greatly appreciated and helps us to use the correct register code for your child.

Concerns about your child's attendance:

If you have concerns about your child's attendance, please get in touch with us and we will be happy to help.

Spring Common Academy is part of Horizons Education Trust

CEO: Dr Kim Taylor OBE Tel: 01480 377404



Artsmark
Gold Award
Awarded by Arts
Council England




Spring Common Academy School Day:

May I remind you our school day starts at 9.10 am and finishes at 3.15 pm.

Thank you for taking the time to read this and I look forward to working with you on attendance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tom Dougherty', with a stylized flourish at the end.

Tom Dougherty
Assistant Head Teacher, DSL & Attendance Lead