



# Guru Nanak Sikh Academy

Aspire ~ Acquire ~ Achieve

Founder: Sant Baba Amar Singh Ji

Chief Executive Officer: Mr Jaskamal S. Sidhu

1<sup>st</sup> March 2023

Dear Parent/Carer

At Guru Nanak Sikh Academy, we are committed to ensuring that every pupil achieves their full potential. In order to do this, it is your legal obligation to ensure that your child attends school every day, as there is clear evidence which links educational achievement with good school attendance.

The Academy aspires for all pupils to achieve 100% attendance. Whilst we understand that children do become ill, we would ask that you encourage your child to attend school daily (if possible) and we can make a decision on whether a pupil may need to be sent home. If your child is absent due to illness, please ensure that this is reported on a daily basis via the absence line or School Gateway.

We advise that your child leaves enough time for their journey into school to make allowances for traffic and other road conditions. Pupils should arrive at school **on time**, as classes start promptly at 8:00am (Secondary Phase) and 8:30am (Primary Phase). Children should be in school and ready to start their learning for the day, before this time.

Leave taken during the school term is **not permitted** and **fines will be issued by the Local Authority** for any unauthorised absences. Holidays **should not** take place during the school term. Term dates can be found on our school website.

Medical appointments should be made out of school hours where possible, to minimise the disruption to your child's school day. If this is not possible, then please provide the school with at least 48 hours' notice of any absences (medical or other) and complete relevant online forms. Please see below:

[Primary Phase Link:](#)

[Secondary Phase Link:](#)

**ALL** requests for absences (exceptional leave, medical appointments etc) **must** be made using the online links above or which can be found on our school website. These are located under each school phase> Parents & Community> Letters & Forms >Parent Forms.

Thank you for your continued support.

Yours faithfully

Mr J S Sidhu  
Executive Principal