



9th September 2026

Welcome to the New School Year at Sunshine Academy

Dear Parents and Carers,

As we begin the new academic year 2026/2027, everyone at Sunshine Academy and Lighthouse Multi Academy Trust would like to welcome our pupils and families back to school. We would also like to thank you for the important part you play in supporting your child's education. Ensuring that your child attends school every day and on time gives them the best possible opportunity to learn, achieve and thrive.

Why Every School Day Matters

- **Academic progress:** Regular attendance helps children make strong progress and prevents gaps in learning that can be difficult to recover.
- **Social and emotional development:** Being in school consistently helps children build positive friendships, develop confidence and feel a strong sense of belonging.
- **Life skills:** Attending every day and arriving on time develops responsibility, independence and good habits that will support children throughout education and later life.

Even relatively small amounts of absence can quickly add up:

Attendance	Days absent in a school year	Approx. weeks missed	Approx. lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Our Attendance Expectations

We expect all pupils to attend school regularly and arrive on time, ready to learn. You can find our full Attendance Policy on our website at <https://www.sunshine.lhmat.com/Policies>.

Key expectations are outlined below:

- **Punctuality:** The school day begins promptly at 8.40am. Please ensure your child arrives before this time so they can settle and be ready for learning.
- **Reporting an absence:** If your child is unable to attend school, please contact the Academy office by 9am on each day of absence and provide the reason.
- **Medical appointments:** Wherever possible, please arrange routine medical and dental appointments outside school hours. Where this is not possible, please provide the Academy with appropriate evidence of the appointment.
- **Unauthorised absence:** Absence without an authorised reason, including holidays taken during term time or arrival after registration has closed, will be recorded as unauthorised and may result in further action in line with our Attendance Policy and statutory requirements.



- **Monitoring and support:** We monitor attendance closely so that concerns can be identified early. Where attendance begins to fall, we will contact families to understand any barriers and agree appropriate support.

How Parents and Carers Can Help

- **Establish routines:** Maintain consistent bedtime and morning routines so your child arrives at school on time and ready to learn.
- **Stay in touch:** Contact us promptly if there are circumstances or barriers affecting your child's attendance. The earlier we know, the sooner we can work with you to provide appropriate support.
- **Reinforce the message:** Talk to your child about why attending school every day matters for their learning, friendships and future.

Sunshine Academy gates are open from **8.30am**

Year Group:	Academy start / end times:		Doors open and close:	
Early Years: Nursery	8.30am – 11.30am (Morning)	12.15- 3.15pm (Afternoon)	8.30am- 8.40am (Morning)	12.15pm – 12.30pm (Afternoon)
Reception, KS1: Y1 & Y2	8.40am – 3.15pm		8.30am – 8.40am	

We recognise that families can sometimes experience circumstances that make attendance more difficult. If there is a barrier affecting your child's attendance, please speak to us as early as possible. Our priority is to work in partnership with you to find solutions and ensure your child receives the education and support they deserve.

Thank you for your continued support and partnership. Together, we can give every child the best possible opportunity to attend, achieve and thrive.

Yours sincerely,

Sarah Corkindale

Headteacher

Sunshine Academy

