



Dear parents and carers,

The Importance of Excellent Attendance

As I am confident you will all agree, your child having excellent attendance at school is essential. September is a fresh start to achieve this. Excellent attendance is essential in:

- Securing good academic outcomes for their future
- Creating good habits for their working life
- Securing relationships with staff and peers
- Ensuring they have high self-esteem and feel confident and praised for their achievements

We expect students to attend school every day. Genuine illness or authorised 'Leave of Absence' requests are the only exception.

If a student is absent, we do expect that they catch up on missed work. This may be for homework or during catch up sessions at school. Doing so will ensure that they do not fall behind, they do not lose confidence as a result and can achieve their best.

Below is a table of action that will take place regarding your child's attendance:

Attendance %	Action
98 - 100 (Best chance of success)	We will celebrate with a half termly postcard sent home
96 - 98 (What we expect or better)	Your child's form tutor will talk to your child about how to support their attendance improving
93 - 95 (Cause for concern)	A letter will be posted home outlining our concern
90 - 92 (A serious cause for concern)	A letter will be posted home and then an invitation to meet with Progress Leaders to create an action and support plan
Less than 90% (Unacceptable absence)	A letter will be posted home and then an Attendance Panel meeting arranged. Should this not be successful the school can pursue fines and court proceedings

Thank you for your support and understanding with sharing the importance of excellent attendance with your child. We look forward to seeing students again on return after summer. We will begin the September term with assemblies about transition back to school with excellent attendance being key to safe, happy and successful students.

Please do contact your child's form tutor in the first instance for support with your child's attendance.

Yours faithfully

Laura Betty
Deputy Headteacher