



Friday 20 January 2023

Dear Parent or Carer,

As a school, our target for attendance is that individual students' attendance is 100% or as close to this as possible.

We wanted to take this opportunity to remind you about some key points about attendance and how we can work together to improve attendance to school.

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading. For some parents 90% attendance may seem like an acceptable level of attendance. However, the reality is that 90% attendance means that your child will miss half a day of a school each week or 19 days of school during the school year. That is nearly four school weeks. National data, and years of research, provide clear evidence that this will have a detrimental impact on your child's 'life chances' unless school and home work urgently to address this.

The table below shows the amount of lost learning a child may have by missing school.

100% attendance	Zero days missed	Perfection!
99% attendance	Two days of absence across the year	Excellent!
97% attendance	Five days of absence across the year	Good
95% attendance	Nine days of absence across the year: one week and four days of learning missed.	Satisfactory
90% attendance	Nineteen days of absence across the year; three weeks and four days of learning missed	Poor
85% attendance	Twenty-eight days of absence across the year: five weeks and three days of learning missed.	Unacceptable
80% attendance	Thirty-eight days of absence across the year: seven weeks and 3 days of learning missed.	Unacceptable
75% attendance	Forty-six days of absence across the year: nine weeks and one day of learning missed.	Unacceptable



Punctuality

Arriving at school on time and ready to learn is the best start to the day for our students. Even being 5 minutes late per day can add up to 3.4 school days missed.

Minutes Late Per Day	How Many School Days/Weeks Missed In 1 Year
5 minutes late	3.4 school days missed a year
10 minutes late	1.4 school weeks missed a year
15 minutes late	2.6 school weeks missed a year
20 minutes late	2.8 school weeks missed a year
30 minutes late	4 school weeks missed a year

Any student who arrives to school after the registration bell at 8:40am but before 9am will be issued with a 10 minute same-day break detention.

If a student arrives after 9am, they will be issued a next-day 20 minute after school detention.

Absences

Please support your child by making doctor, dentist and medical appointments outside of school hours when possible. If this is absolutely unavailable, please make these appointments as late as possible in the afternoon to minimise the amount of learning lost.

If your child is genuinely unwell and unable to attend school, please telephone the school pupil absence line and leave a message. We must have a reason for every time a child is absent from school.

If we have not been able to make contact with you, we may make a home visit, inform the local authority or inform the police or social services. Some of these measures may seem extreme but it is our duty to ensure the safeguarding of every pupil in our school community.

In the instance that your child feels unwell at school, they will be monitored by staff. On the rare occasion that a student is too unwell to remain in school, a member of the senior leadership team will need to authorise for the student to leave site following monitoring of the student in school.

Leave of absence requests

Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the



Principal must be satisfied that the circumstances warrant the granting of leave. The Principal will determine how many school days a child may be absent from school if the leave is granted.

Any child absent from school due to a holiday will miss out on important learning and will fall behind with their school work. There are only 190 statutory school days leaving plenty of time for holidays to be arranged outside full to be arranged outside term time.

The school can only consider applications for leave of absence which are made by the resident parent (the parent with whom the child normally resides).

Applications for leave of absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a fixed penalty notice.

Applications for leave of absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a fixed penalty notice, if the child is absent from school during that period.

The Warwickshire Attendance Service have the authority to consider issuing fixed penalty notices for leave of absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct.

As always we thank you for your ongoing support.

If you wish to discuss any of the matters outlined in this letter further, please do not hesitate to get in touch with your child's Pastoral Manager.

Yours Sincerely,

Mr Fuzel Choudhury

Principal