

5 September 2011

Dear Parent/Carer

Is Your Son/Daughter Missing Out?

I am writing to inform you of our revised procedures for working in partnership with parents and carers and the Education Welfare Service to ensure regular attendance and punctuality for all our students.

Research shows that regular attendance and good punctuality are crucial factors in students achieving their full potential in education. Nine out of ten students who have attendance of over 96% achieve 5 or More A*-C passes at GCSE. Of those students who have attendance of less than 90% only three out of ten of them will achieve five or more good GCSE passes.

The target attendance figure for all students is a **minimum of 96%** attendance. Based on your son/daughter's attendance figures they will be placed in one of the following groups and you will be made aware of their group on the Academic Target Setting Meeting on 15th or 16th September.

Group 1: No Concern - Attendance of 96% - 100%.

A student who is absent for one week in the year would have an attendance statistic of 96%

Group 2: Concern - Attendance 90% - 95.9%.

A student absent for three and a half weeks (nearly a month) in the year would have an attendance of 90%

Group 3: Risk of Underachievement - Attendance 85% - 89.9%.

A student absent for six weeks (a month and a half) in the year would have an attendance of 85%

Group 4: Severe Risk of Underachievement - Attendance 60% - 84.9%.

A student absent for fourteen weeks (three and half months) in the year would have an attendance of 60%

Group 5: Extreme Concern - The child attends for 0% - 59.9%.

It is important that parents/carers and the Academy monitor every single day's absence, as these odd days can soon add up to weeks.

If your son/daughter's attendance falls below 90% during the academic year you may be asked to attend a meeting to discuss this. A parent/carer who fails to ensure that their son/daughter attends the Academy regularly and punctually, even if they are missing from the Academy without your knowledge, is committing an offence.

There are important steps that you can take to help you son/daughter have an attendance of over 96%:

- Ensure your son/daughter attends every day, on time, equipped and ready to learn. Lesson 1 begins at 8.30. Students must be in the building by 8.25.

- Ensure the Academy has up to date addresses and contact telephone numbers. We will contact you if your son/daughter is absent and you have not contacted the Academy. This ensures that truancy is quickly identified
- If your son/daughter is ill, contact the academy on the **first** day of absence and provide an explanatory note on their return to the Academy.
- If you wish to check that your son/daughter has arrived at the Academy contact the Attendance Officers. They will inform you if your son/daughter has been registered.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the Academy is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your son/daughter has a poor attendance record.
- Ensure that medical appointments are made outside of Academy time.
- Avoid trivial absence such as: 'buying new shoes, going to the airport'. This would not be accepted as a reasonable absence. Translating for family business is also not an acceptable reason for absence. These appointments must be outside Academy hours.
- Holidays must not be taken in academy time. Leave of Absence can only be agreed by the Principal
- Respond to Academy letters or telephone calls regarding attendance and punctuality.
- Contact your son/daughter's Learning Guide or the Learning Community Leader if you are experiencing difficulty in getting your son/daughter to the academy.

Thank you for your support in helping us to achieve the highest possible levels of attendance and punctuality at Oasis Academy Hadley.

Yours sincerely



Lynne Dawes
Principal

