Dear Parents/Carers

The last two academic years have been very challenging and with a combination of national lockdowns, self-isolation and class and year group bubbles bursting it has been very difficult to track attendance. I am sure you will agree this then makes attendance at school a priority so the children miss as little school as possible as we move forward into what hopefully will be an uninterrupted year.

As a school we have decided to take this opportunity to revisit and refresh our attendance procedures for the academic year 2021-22. You will now be able to visit our school website and see what procedures we have in school for tracking attendance and what the different zones mean.

Regular attendance moving forward into this academic year is vitally important to support your child in the missed learning that has occurred due to the pandemic. It is so important that we work together to ensure your child is attending school as much as possible. I do understand it will be tempting to take your child out of school for a holiday when the travel windows open but can I remind you that we do not authorise holidays in school time and your child will miss further learning. Positive attendance is a priority, however I do understand that sometimes absence is unavoidable and we have procedures for you to inform us of this.

Below I have included a chart to show you what the effect missed school days can have on a pupil’s attendance. These figures would be taken over a full academic year.

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| --- | --- | --- | --- |
| Days Absent | Missed Time | Missed Lessons | Attendance |
| 1 | 1 day | 5 | 99.5% |
| 2 | 2 days | 10 | 99% |
| 3 | 3 days | 15 | 98.5% |
| 4 | 4 days | 20 | 98% |
| 5 | 1 week | 25 | 97.5% |
| 10 | 2 weeks | 50 | 95% |
| 15 | 3 weeks | 75 | 92.5% |
| 20 | 4 weeks | 100 | 89.7% |
| 25 | 5 weeks | 125 | 87.5% |
| 30 | 6 weeks | 150 | 85% |
| 35 | 7 weeks  A whole half term | 175 | 82.5% |
| 40 | 8 weeks | 200 | 80% |

Each half term we will be monitoring your child’s attendance. You will only receive correspondence from school at the end of autumn term 1 if you are in the red zone). Following on from this you will receive letters from school if you are in the amber or red zone at the end of each subsequent half term. If you do not hear from school at the end of each half term presume your child is in the green zone.

If for any particular circumstance your child enters the red zone the red letter will invite you to ring school to make an appointment with Mrs Bryson and Mr Harrison to discuss how we can support you in ensuring your child’s attendance improves. If you do not take up this offer a further red letter will be sent out with an appointment for you to attend school.

I would like to take this opportunity to thank you for all your efforts over the last year in regards to attendance and I hope moving forward we can work in partnership to ensure your child has the highest possible attendance this year.

Yours sincerely

David Harrison

Headteacher