



10 September 2021

Our Ref: AR/KHD

Dear Parent/Carer

NEW Academy Attendance Procedures

I am writing to advise you of our new procedures for monitoring the attendance of students at school, which will come into effect on Monday 13 September 2021. I would be grateful if you could take the time to read this letter and support us by discussing these changes with your child, so you are both aware of our expectations.

We are working to improve attendance and punctuality throughout the school. We recognise the importance of working with parents and carers, who have a legal responsibility to ensure their child achieves at least satisfactory levels of attendance.

The new procedures are based on a traffic light system. This system is easy to understand and is more consistent, leading to improved school attendance for those students who may currently not meet our expectations.

- Attendance above **96% (no more than one day absence per half term)** will be coded 'Green' (Safety Zone)
- Attendance between **92% and 96%** will be coded 'Amber' (At Risk Zone)
- Attendance below **92%** will be coded 'Red' (Danger Zone)

Parents and carers of children who fall in the Amber or Red groups will be contacted; their child's attendance will be monitored for a minimum of 4 school weeks. The parents/carers of any student whose attendance does not improve during this monitoring period will be invited into school for a meeting with me or our Education, Welfare and Attendance Officer, Mrs J Walsh. The purpose of the meeting will be to identify any concerns or issues that may be affecting your child's attendance at school, and discuss any support that may be available or appropriate to improve this.

We recognise that children may have a legitimate reason to be absent from school, and we are also aware that some families face difficulties which may impact on their child's education. The traffic light system has been adopted to support these families. It aims to highlight concerns at an early stage, rather than allowing poor attendance to continue, in an attempt to prevent legal action from being taken against parents/carers who fail to ensure their child attends school.

As always your continued support to help us improve the attendance of children to school, which in turn will have a positive impact on their future working life, is greatly appreciated.

If you would like to discuss any of the information contained in this letter this further, please contact me your year leader on (0191) 4334026 using the appropriate year group extension.

Yours faithfully

Mr A Rayner
Assistant Principal