

Headteacher: Dr. J Bartlett – NPQH, PGCE, D.Phil, M.Chem **Specialisms:** Mathematics

JBA/CA

21st November 2019

Dear Parent/carer

I am writing to inform you that Shenley Academy is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers to improve attendance and punctuality. This is because research has shown regular attendance and good punctuality are crucial factors in pupils achieving their full potential. Shenley Academy is committed to providing a full and efficient education to all, and encouraging our children to strive for excellence.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the academy every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at Shenley Academy. ***Because of this, already this year we have had to take the unfortunate step of undertaking prosecutions at court level for unacceptable levels of attendance. This is an action we desperately wish to avoid and so would encourage you to speak with your child(ren) about the importance of good attendance.***

The target attendance figure for all pupils is a minimum of 97% attendance. Based on current attendance figures your child will be placed in one of the following groups below. Your child will be informed of their current Attendance Group during Monday morning registration times.

Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement

– Amber Group

The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement

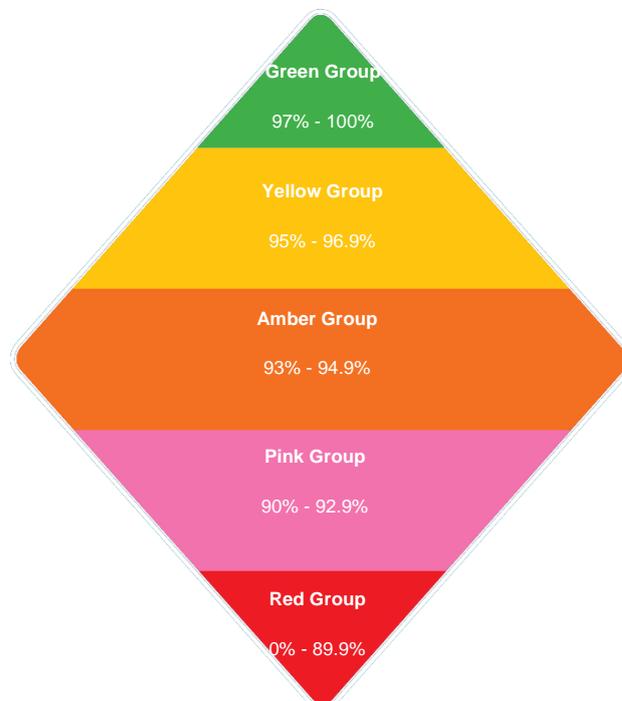
– Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement

– Red Group

The child attends for 0% - 89.9% of the time.



Impact on Attainment:

Regular attendance is not just a legal requirement, but it is vital for pupils to maximise their learning, and achieve full potential here at Shenley Academy. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. Morning registration begins at 8.35am and all pupils need to be onsite by 8.25am.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified.
- If your child is ill, contact Shenley Academy (0121 464 5191) and provide an explanatory note on their return to school. Please make sure you telephone the attendance office every day your child is absent.
- 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 evidence if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Holidays will not be authorised during term time and you may be at risk of being referred for a Fixed Penalty Notice.
- Respond to Shenley Academy letters or telephone calls regarding attendance and punctuality.
- Please also contact your child's Assistant Headteacher for Progress if you are experiencing difficulty in getting your child into school.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Shenley Academy.

Yours sincerely



Dr J Bartlett
Headteacher