Dear Parent/Carer,

It has been a disruptive time for all schools and families during the last few years. Now that students return to a more settled pattern of school life, focus can return to attendance and progress in school. Therefore, the impact upon children’s education through lost learning time can be significant.

«forename»’s attendance is currently «percentage\_attendance»%. Our school has a whole school attendance target of 95.4%.

Progress related to attendance:

* Students above 95% attendance should achieve 3/4 grade higher across their best 8 subjects.
* Students who have between 90-95% attendance should achieve their predicted grades across their best 8 subjects
* Students who have between 80-90% attendance will achieve a full grade lower across their best 8 subjects.

Government departments track school attendance figures. It is considered that attendance of 90% or below is**persistent absence** which will now be closely monitored by Senior Leadership Team staff.  Failing to improve on this 90% can lead to prosecution, which King’s Academy Ringmer wants to help families avoid.

In weeks 3-4 parents whose children have between 90-95% attendance will be liaising with the Key Stage Pastoral Leaders (KSPLs) to identify any support the school can offer to improve attendance. Additionally, tutors will be having discussions with students and/or parents every time your child is absent. During week 5 parents whose children who are persistently absent (less than 90% attendance) will be invited into school for an attendance meeting with the Assistant Principal and the Attendance Officer to discuss the attendance policy and procedures at school.

There are things you can do to improve your child’s attendance and avoid falling into the persistent absence category:

* If your child is unwell and you are unsure whether to send them to school, contact reception.
* **Avoid taking any holidays during term times**
* Check Edulink regularly to keep up to date with what % attendance your child has so that you know if they are at risk of persistent absence
* Speak to school staff with any concerns.
* Talk to your child about the importance of them being in school and let them know how important **you** feel it is.

Yours sincerely,



Mr Mark Schulz

Attendance Supervisor

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**For your reference:**

**The table below provides an example of the impact of lost learning through pupil absence:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendance % over a school year | Equal to number of days absent | Converted to approximate weeks of absence | Approximate number of lessons missed | School Concern Level |
| 95% | 9.5 | 2 | 47.5 | Pupil can catch up and still succeed |
| 90% | 19 | 4 | 95 | Poor attendance -we are concerned |
| 80% | 38 | 8 | 190 | Very poor attendance – we are very concerned |
| 70% | 57 | 12 | 285 | Serious concerns |

A child who has an absence percentage of 80% has missed 38 days of school and has missed 190 lessons.

Punctuality is also highly important. Pupils who arrive late to school are:

* Not only losing learning but also disrupting the learning of others as they arrive late for lessons.
* Pupils do not like being late into school and can be upsetting for them.
* Intervention and prevention is key as we want to prevent this.

**The table below provides an example of the impact of lost learning through pupil lateness.**

|  |  |
| --- | --- |
| Number of minutes late *per day* over a school year | Approximate equivalent number of days lost learning |
| 5 | 3 |
| 10 | 6.5 |
| 15 | 10 |
| 20 | 13 |

We want to help families get their child to school on time.  Here are some things you can try:

* Have everything you/your child needs for school prepared the night before
* Ensure that your child goes to bed reasonably so they are not too tired to get up in the morning
* Ensure your child has a good night’s sleep by minimising their use of devices at bed time.
* Have a consistent bedtime routine for your child
* Set an alarm to allow plenty of time for your morning routine in getting to school on time

Thank you for your support. Regular attendance drives and communication will be sent at the beginning of every term. I hope we can make improvements to attendance and punctuality.