Dear Parents and Carers

ATTENDANCE MATTERS!

We can all be proud of our Year 11 and 6th formers who have achieved excellent exam results this year. One of the easiest ways of ensuring your daughter gets the results she deserves when she takes her exams is to make sure she has outstanding attendance.

Our school attendance target is 100% attendance for every student as we believe that wherever possible, everyone should attend school every day.

How does attendance affect results?

The large majority of students who have outstanding attendance get 5 A* - C grades at GCSE.

How does attendance/punctuality affect my daughter’s future?

As a school, we are regularly asked for references for students by Universities, Colleges and employers. They will always ask for two pieces of information – the result that students obtained and their attendance and punctuality. So, poor attendance/punctuality can also affect your daughter’s chances of getting into further and higher education or into the job market.

How can I improve my daughter's attendance?

Unless your daughter is really sick, please send her to school. We have a full time nurse in school who can see your daughter if you are worried about her health and she will send her home if she believes that she is unfit to learn.

We close our school gates at 8.40 am as we expect all our students to be on site and in lessons by 8.45 am. Any student who is not in period 1 by 8.45 am will be marked as late and will be given the appropriate sanction. All am registers are taken by 9.00 am and first day calling begins at 9.30 am. Make sure dental and other medical appointments are made after school, or at least that your daughter attends school before and after them.

Book holidays and visits in school holidays. We follow Birmingham’s guidelines on in-term absence and will not authorise any trips or extended visits during term time.

Religious observance – Authorised absence will be given in line with Birmingham guidance, any other absence will be unauthorised.
Medical Evidence

We understand that some illnesses do not require a trip to the doctors and that it can be hard to get appointments, but, if there are more than three separate incidents of illness or illnesses that seem to be recurring we will insist on medical evidence, or the absence will be coded as unauthorised. This can be an appointment card from the surgery or the copy of a prescription, a screen print or any letters from hospital etc.

Spotlight and penalty notices

The few students who despite the extensive support given in school still fail to achieve acceptable level of attendance will be placed on to the Spotlight Programme. This is a ten-week legal process where the aim is to improve a student’s attendance. However, if it does not improve over this time, penalty notices will be served and/or court action taken.

If you have any concerns about attendance or wish to talk through any of the issues in this letter, you should arrange an appointment to meet your daughter’s form tutor.

Thank you for your support.

Yours sincerely

Ian Griffiths
Deputy Headteacher