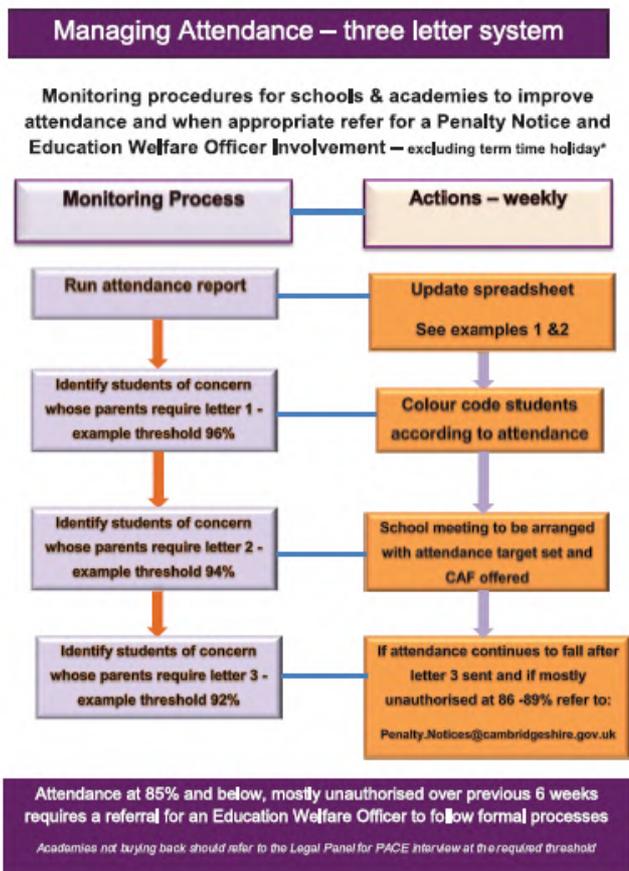


School success starts
with attendance

As the school's Attendance Lead, I recently had a visit with the Education Welfare Officer (EWO) from Cambridgeshire County Council for an update on the statutory guidelines for monitoring and reporting on attendance.

As a school we adhere to the 3 letter system for which the flowchart is illustrated below.



As you can see, the school has an obligation to inform parents when their child/ren have an overall attendance of less than 96% by issuing an attendance Letter One. The EWO has advised that we should continue to issue Letter One on a regular basis whilst the attendance remains below 96%.

Once the attendance figure is below 94% then a Letter Two will be issued, which also requires a meeting with the Attendance Lead in order to talk through any of the issues surrounding the low attendance, to see if the school is able to help this to improve. During this meeting, targets will be set to help with this and then the attendance will be monitored more closely for a four week period to ensure that there is an improvement. Please note that a meeting date and time will be issued with the letter, but this is merely a suggested meeting time and can be changed if needed.

Letter Three will only be issued once attendance is below 92% and so long as previous letters have also been issued.

All of this information will also be available on our website via our attendance policy, following the Governors meeting on Monday 23rd April 2018.

Please note that the overall attendance figure includes all absence from school, whether it is authorised or not.

As the new Attendance Lead I wanted to take this opportunity to ensure that all parents are aware of the thresholds for the letters and also to reassure you that my role is to help children to gain the most from their education in order to achieve, and the first step in this achievement is through regular attendance at school. Myself, and the school, are aware that there can be unforeseen and unavoidable reasons why children are not able to attend school at times. However, I hope you appreciate that as a school we are required to inform you of any attendance below the thresholds. Firstly, because we are duty bound to do so and secondly as we acknowledge the powerful part that attendance plays in academic success.

Please contact me if you wish to discuss your child's attendance or if you have any questions or concerns.

Esther Street

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**Whole School
Overall Attendance:
97.3%**

Attendance Percentage	Days missed over a school year
100%	0 days
95%	10 days
90%	20 days
85%	30 days
80%	40 days