

16th January 2020

Dear Parent/Carer

RE: Attendance message from the Head of Academy

I am very pleased to introduce myself as Bournville School's new Head of Academy. In the short time I have been in the school I have had the pleasure of meeting many keen, hard-working and pleasant students and I am very proud to be part of the school. There will be a number of changes over the coming weeks and months in order to ensure that every child is safe, well looked after, and receives the best possible education.

One area that I am particularly committed to is ensuring that all children have excellent attendance. Children who attend regularly achieve more, settle better and thrive in school. For this reason I have already introduced a number of rewards to encourage all students to attend every day, including a weekly prize draw for an Amazon voucher for every child with 100% attendance that week.

The target attendance figure for all students is a **minimum of 97% attendance**. This equates to no more than 5 days of absence over the whole school year.

We will support students whose attendance is low but unfortunately, where parents repeatedly fail to send their child to school regularly, we may need to take parents to court. Already in this academic year fines of over £600 have been issued to the parents or step parents of a small number of Bournville students whose attendance was below the expected standard.

There are a number of important steps that you can take to ensure that your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. Secondary students must be in school from 8.35 am ready for registration with their tutor at 8.40 am and primary students at 8.50 am.
- 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 or late and you have not contacted the school. This ensures that truancy is quickly identified.
- If your child is ill, contact the school and provide an explanatory note on their return to school. Please make sure you telephone every day your child is absent. In most cases of a cold or other mild illness we would expect students to attend school.

- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a falling attendance record.
- Ensure that medical appointments are made outside of school time.
- Holidays are not to be taken in school time. Holidays will not be authorised during term time.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact your child's Form Tutor or Student Support Officer (or Mrs Bharj if in primary) 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 Bournville School.

Yours faithfully

Miss M Green
Head of Academy