

12 September 2023

Attendance for Excellence

Dear Parent/Carer,

Welcome back to Hodge Hill College and thank you to the vast majority of our parents and carers who ensured the children returned to school on time for the start of the new academic year. We are very grateful for your continued support with school attendance and appreciate you working so positively with us.

I am writing to inform you that during the summer term, we have revised our attendance procedures for this academic year. Research shows regular attendance and good punctuality are crucial factors in children achieving their full potential. At Hodge Hill College we are committed to providing a full and efficient education to all and encouraging our students to strive for excellence. Therefore, for a child to reach their full educational achievement, a high level of attendance is essential. We wish to continue working in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school 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.

Green Group	No Concern The child attends between 97%-100% of the time
Yellow Group	Concern The child attends between 95%-96.9% of the time
Amber Group	Risk of Underachievement The child attends between 93%-94.9% of the time
Pink Group	Severe Risk of Underachievement The child attends between 90%-92.9% of the time
Red Group	Extreme Concern The child attends less than 89.9% of the time

The target attendance figure for all students is **100%**. After their first week and every week moving forward this year your child will be placed in one of the following groups above based on their current attendance figure. Your child will be informed of their attendance group every week.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning, and achieve their full potential here at Hodge Hill College. 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 at 8:30am, equipped and ready to learn
- 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 we can contact you about your child, and also can contact you in an emergency
- If your child is ill, contact the school. Please make sure you phone the school every day your child is absent or send a message via MyEd

- 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 poor attendance record
- Ensure that medical appointments are made outside of school time. If this is not possible, your child needs to register at the school before they are taken to the medical appointment. We will need to see medical evidence upon return
- **Holidays should not be taken in term time**. Holidays will not be authorised unless the circumstance is exceptional and may result in a fixed penalty notice
- Respond to school letters or telephone calls regarding attendance and punctuality

We are here to support and appreciate children have different reasons for low attendance; please speak to your child's Assistant Achievement Coordinator if you are experiencing difficulty in getting your child into the school.

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

We thank you for your continued support in raising school standards.

Yours faithfully,

R Patel

Mr R Patel

Deputy Headteacher: Behaviour & Safeguarding