



22nd February 2018

Dear Parent/Carer

I am writing to inform you that we have revised our procedures and will be working with parents and carers to improve attendance and punctuality at Ark William Parker Academy. This is because research has shown that regular attendance and good punctuality are crucial factors in children achieving their full potential. At Ark William Parker Academy we are committed to providing a full and efficient education to all and encourage 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 work in partnership with parents and carers and so are seeking your full support in ensuring that your son attends the academy 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 at the Academy.

The target attendance figure for all students is **100%**. Based on current attendance figures your son will be placed in one of the following groups above. Your son will be informed of his current attendance group.

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

Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning and achieve their full potential here at Ark William Parker Academy. There are a number of important steps that you can take to ensure your son maintains a high level of attendance:

- Ensure your son attends every day, on time, equipped and ready to learn.
- Ensure the Academy has up to date addresses and telephone numbers. We will contact you by text or by telephone if your son is absent and you have not contacted the Academy. This ensures that we can contact you about your son, and also get in touch with you in an emergency situation.
- If your son is too ill to attend, contact the Academy on **01424 448240** before 9.30am at the latest. Please make sure you telephone the Academy every day your son is absent.
- If no contact is received regarding the absence, it will be recorded as **unauthorised**. Ultimately the Academy 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 son has a poor attendance record.
- Ensure that routine medical appointments are made outside of Academy time. If this is not possible, your son needs to register at the Academy before they are taken to the medical appointment. We will need to see medical evidence upon return.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- 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 Academy letters or telephone calls regarding attendance and punctuality.
- Check the Academy website for our term dates and INSET days.
- Speak to your child's Tutor or Head of House if you are experiencing difficulty in getting your child into the Academy.

If we are unable to ascertain where your son is, then a home visit will take place. If there is no response, it will be reported to the police and your son will be classed as a 'missing child'. There have been public cases in the past where schools have not chased up the reasons as to why children are absent from school. It has then transpired that there have been tragic circumstances around these absences, e.g. illness of a parent and a child unable to seek help. We will do everything we can to prevent such situations occurring, as I am sure you would agree that your son's safety is paramount to us all.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality for your son whilst he is at the Academy.

Yours faithfully



Mr Morgans
ATTENDANCE LEAD

S Newman
PRINCIPAL