



THE BARCLAY SCHOOL

26/09/2016

Dear Parent/Carer,

Attendance Procedures Changes

At The Barclay School our commitment is to promote excellent school attendance. We have seen an improving trend in school attendance over the last 3 years, however there is still work to do. We aim to ensure that all pupils attend school all of the time as it is proven, when this is the case, they are more likely to positively develop academically and socially.

Please can we remind parents that pupils should only be absent from school when they are ill or for medical or dental appointments (where these cannot be scheduled outside school hours). Any other absence needs to be requested and in all cases the decision lies with the Headteacher. Parents have a legal duty to ensure the regular and punctual attendance of their child at school.

In order to ensure closer monitoring of student attendance the following procedural changes have taken place this academic year:

- Once a week in morning tutor time, all students will record their attendance figure in their planners (pages 18-19) as well as the number of late marks they have received. Tutors will engage in conversation with students if attendance figures begin to drop.
- Students with attendance below **97%** will now be monitored weekly by their Year Learning Coordinator (YLC) and/or Pastoral Support Leader (PSL). Students will have a regular Attendance Intervention Meeting (AIM) and strategies to support their attendance will be agreed.
- Students who are late to school will now be issued with an immediate break time detention. Stickers will be placed into their planners so that parents are informed. Failure to attend this will result in an after school detention.

Please note that monitoring attendance at school is part of our statutory duty. As a school we will continue to promote positive attendance and recognise good attendance appropriately. May we take this opportunity to thank those families where students have 100% attendance for their support and commitment to the school.

Please continue to work with us by completing the leave of absence forms available from the school reception.

Should you have any concerns regarding your child's attendance please contact the school. Be assured we will always work with parents to resolve problems which may affect a child's attendance and will react swiftly to intervene to improve attendance of individual students should this become a concern.

Yours sincerely

Nat Baker

Mr N. Baker
Assistant Headteacher, Personal Development, Behaviour & Safety

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