

27th April 2021

Dear Parents and Carers,

At Bowling Green Academy we take attendance seriously as we know the impact good attendance can have on your child and their success in school. The minimum acceptable level of school attendance is 96%. We believe as a school that through identifying poor attendance and issues affecting attendance early, as well as working in partnership with parents, we can significantly improve attendance and prevent a child becoming a persistent absentee and involvement with the Local authority. Recently, we have noticed an increase in requests for holidays during school time. Whilst we do understand the impact the last two years have had, we cannot authorise these holidays and those which go over 5 days will result in a referral for a fine.

After the holidays, we shall be following the procedures below in order to support and improve attendance:

- Notice to Improve Letter – sent home to indicate to parents that attendance is starting to decline. This will be sent to students below 96% attendance. Please note we will take into account any specific individual circumstances, e.g. hospitalisation, chicken pox, confirmed cases of Covid which will have impacted attendance this year or if your child is required to attend urgent medical appointments which cannot be undertaken outside of the school day.
- Parents/carers to be invited to attend a school attendance meeting to discuss concerns and set targets to improve attendance if required.
- If your child's attendance falls to 90% or below, this is considered, by the Government, to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, a referral will be made to the Local Authority School Education Welfare Officer for further intervention and enforcement action may be taken by Calderdale Council.

Punctuality Matters Too! Missed minutes = missed learning = missed opportunities!

Being frequently late for school means lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year. As a reminder, Key Stage 1 children start learning at 8.45 and Key Stage 2 at 9:00. Those morning sessions are vital as they involve phonics, reading, maths and intervention support.

If you would like to discuss this any further, please do not hesitate to contact me.

Kind regards,

Allison Deighton

Deputy Principal