



# Ark Evelyn Grace Academy

29 March 2018

Dear Parent/Carer

As you are aware research has shown regular attendance and good punctuality are crucial factors in children achieving their full potential.

We have revised our procedures and will be working with parents/carers and Lambeth Education Welfare Service to improve attendance and punctuality at Evelyn Grace Academy. 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 work in partnership with parents/carers and so are seeking your full support in ensuring that your child 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.

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

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 EGA. 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, 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 child is absent and you have not contacted the academy.

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*Excellence, Endeavour and Self Discipline*

- If your child is ill, contact the academy. Please make sure you phone the academy every day your child is absent.
- Ultimately the academy is responsible for deciding if the absence is authorised or not. Only absences where official evidence has been provided will be authorised.
- Ensure that medical appointments are made outside of academy time. If this is not possible, your child 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; headache; cold; ill; not well'. These reasons are not accepted as a reasonable absence and will not be authorised unless accompanied by official documentation.
- 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.
- Speak to your child's Tutor; Director of Learning or Attendance Manager if you are experiencing difficulty in getting your child into the academy.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality. If you have any questions or queries regarding the above please do not hesitate to speak with your child's tutor; Director of Learning or myself.

Yours faithfully

Attendance Manager

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## Improving Attendance

Attendance has been running below the national average for the last few years. However we aim to firmly achieve outstanding levels in 2017-2018 and onwards. Together our ambition is to be the best attended school in the catchment area.

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<b>Green Group</b>	<b>No Concern</b> The child attends between 98% - 100% of the time.
<b>Yellow Group</b>	<b>Concern</b> The child attends between 95% - 98% of the time.
<b>Amber Group</b>	<b>Risk of Underachievement</b> The child attends between 93% - 95% of the time.
<b>Pink Group</b>	<b>Severe Risk of Underachievement</b> The child attends between 90% - 93% of the time.
<b>Red Group</b>	<b>Extreme Concern</b> The child attends less than 90% of the time.