



April 2021

The Importance of Good Attendance and Punctuality

Dear Parent/Carer,

Excellent attendance is a fundamental indicator of a student's potential success. We appreciate that starting secondary school can be both an exciting and nervous time for parents and students. However the transition to King Charles I School is designed to ensure all students are confident and well practised in the routines and expectations that we have. One of the most significant factors that causes worry and anxiety is absence. We will be been working with our primary colleagues to identify students whose attendance causes concern and therefore may require early intervention from our home liaison officer to help and support families to address any concerns and ensure a smooth transition.

We would like to stress the importance of not booking any holidays (although travel opportunities have been reduced due to the ongoing pandemic) in term time as it causes students to miss valuable information and learning opportunities. I would like to remind you that the autumn term for Year 7 students begins on Friday 3rd September for Years 7 and 12 students, so please ensure there are no late returns from any summer holidays. A student who has 95% attendance at the end of the academic year will have missed 50 lessons and over the duration of 5 years this rises to 250 lessons. This has a significant negative impact on a student's progress.

Research carried out by the Department for Education in February 2015 on student absence and exam results shows there is further evidence supporting the link between attendance and achievement. The most recent research suggests that even short breaks from school can reduce a student's chances of succeeding at school by as much as 25%. Put simply, students that are frequently absent from school do not do as well when compared to their peers who have excellent attendance.

The table below highlights the affect students' attendance has upon their GCSE examination results. It shows the students' progress in their 2019 GCSEs compared to their attendance. The results are stark. Anything below 0 means a student is making negative progress and a score above 0 is positive progress. The students with attendance above 95% made progress which was significantly above the national average, which was excellent and we want this for all of our students. Students must have excellent attendance to give them the best opportunity to succeed.

Attendance	P8
Above 95%	0.72
Between 90% and 95%	0.04
Below 90%	-0.79

As you know, the government provide regulations regarding attendance at school. The regulations make it clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. In such exceptional circumstances, headteachers determine the number of school days a student can be away from school if the leave is granted. Please note, that under these regulations, family holidays do not qualify as exceptional circumstances.

We look to support students and families to achieving our target attendance for each student of 100%. When there is an attendance concern, we will make contact in a variety of ways including text, telephone and by letter to help support those concerned in an attempt to increase their attendance at the school.

Similarly arriving to school and lessons on time is vitally important in ensuring a smooth start to the day and maximising learning time. We are keen for our students to be punctual as we feel it promotes self-discipline and responsibility. Therefore our expectation is that all students attend school punctually every morning and are punctual to all lessons. Students need to be in school at the start of the registration period (8.40am).

We are looking forward to working with all parents/carers and students to ensure the best education and experience is delivered for all.

Yours sincerely,

James Wilkinson
Assistant headteacher