



Lady Margaret School  
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4<sup>th</sup> September 2015

Dear Parent/Carer,

### **Attendance and Punctuality 2015-16**

As we start a new school year I wanted to remind all parents/carers of the importance of good attendance and punctuality for school. Attending school on a regular basis is the key to your child doing well and will set them up with good routines for later life and the working world.

There is a significant link between good attendance and academic achievement.

A student on 90% attendance is missing the equivalent of one half day a week. Over a whole school year they would miss four weeks (20 days) of lessons. This is unacceptable. The government definition of persistent absence is under 90% attendance. Our students should be much better than this.

Lady Margaret School set the target that all our students, in all year groups, should attend for 97% of the time.

This year we will be working with an organisation called SOL Education to improve attendance. Helping to create a pattern of regular attendance is everybody's responsibility including parents, students and all members of staff.

Working with SOL we have created an "Attendance Diamond" and all students will be monitored against this weekly.

I have attached a copy of the diamond but at its heart is the use of a colour system as follows,

- Green: No Concern
- Yellow: Concern
- Amber: Risk of Underachievement
- Pink: Severe Risk of Underachievement
- Red: Extreme Concern

### **Attendance monitoring and intervention**

As evident from the attendance diamond, Lady Margaret School has an escalating approach to reinforcing high levels of attendance and intervening in respect of attendance, in summary these are as follows:

- Green 98-100% and Yellow 96-97.9% - Staff have responsibility for praising students in the green group for high attendance and encouraging and

supporting improvement for students in the yellow group, through monitoring, dialogue with the student and recognising improvement

- Amber 94-95.9% - The attendance team led by the Deputy Headteacher (Inclusion) work with parents/carers to improve the attendance of the students in the amber group
- Pink 90-93.9% - The core attendance team led by Deputy Headteacher (Inclusion) work with Sol Consulting, Localities Team and parents/carers to improve the attendance of the students in the pink group
- Red 0-89.9% - Deputy Headteacher (Inclusion), Sol Consulting and Localities Team and parents/carers to improve the attendance of the students in the red group. This includes taking legal action where required. In practice, preventative intervention, working closely with parents is not limited to this red group.

### **Attendance/Punctuality key points**

- All students will be monitored weekly and placed within the Attendance Diamond.
- The school will NOT authorise any holidays in term time.
- Students should be in school for 8.35am and before the first bell at the latest.
- Students arriving after 8.35am and up to 9.05am will be marked as late. They will have a 30 minute detention the following morning 8.00am-8.30am. Parents will receive a text informing you of your child's lateness to school.
- Students arriving late after 9.05am will receive a 1 hour detention on the same day. Parents will receive a text.
- Any student arriving late to school, between 8.35am-9.05am, on two or more occasions in the same week will have a 1 hour detention on the same day. Parents will receive a text message.

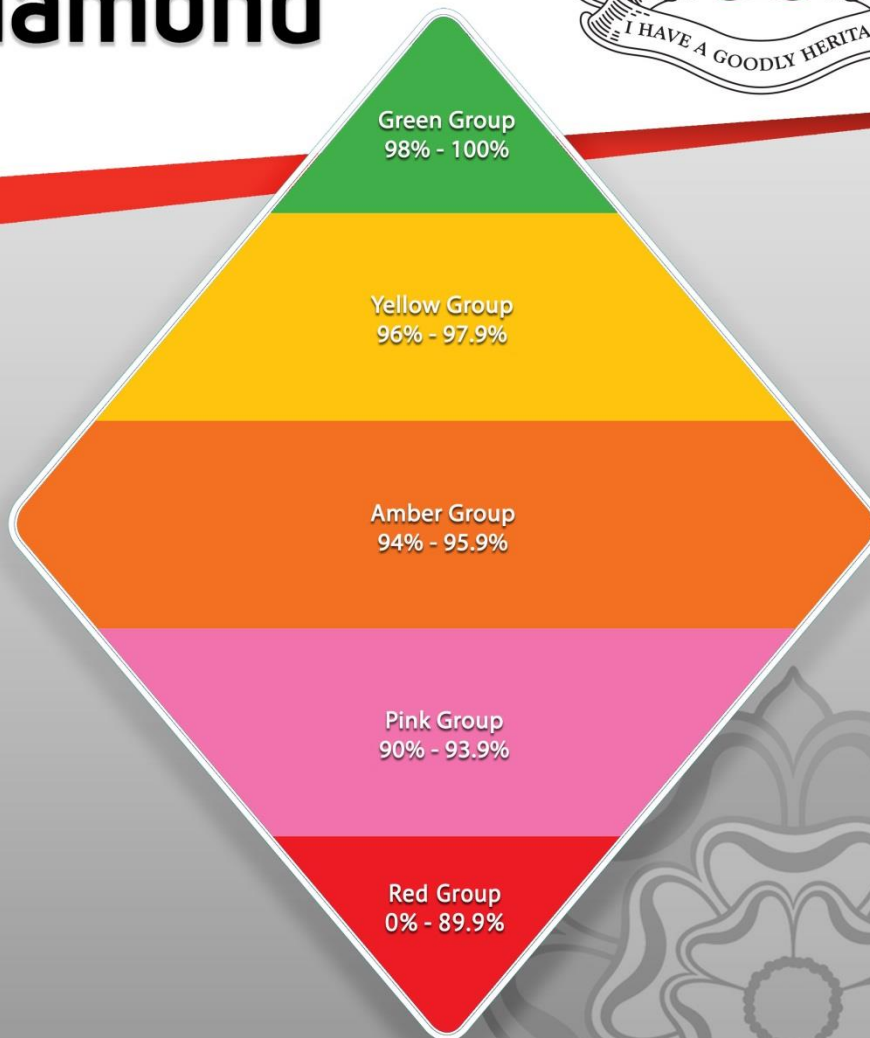
Whenever a child is absent from school the parent should:

- Contact the school by 9.00am on each day of the absence. If no notification of absence is received, the school office will contact the parents to ascertain the reason;
- Where possible let the school know in advance of any planned absences e.g. hospital appointments;
- Where possible make medical/dental appointments out of school hours
- If you have any queries or wish to discuss any points raised then please do not hesitate to contact me at school.

Yours sincerely,

Mr J Reilly  
Deputy Headteacher

# Attendance Diamond



## Attendance Groups

Green	No risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action