

SQUIRES AVENUE
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**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

July 2020

Dear Parent/Carer

I am writing to inform you that the academy is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers to improve attendance and punctuality. This is because research has shown that regular attendance and good punctuality are crucial factors in pupils achieving their full potential.

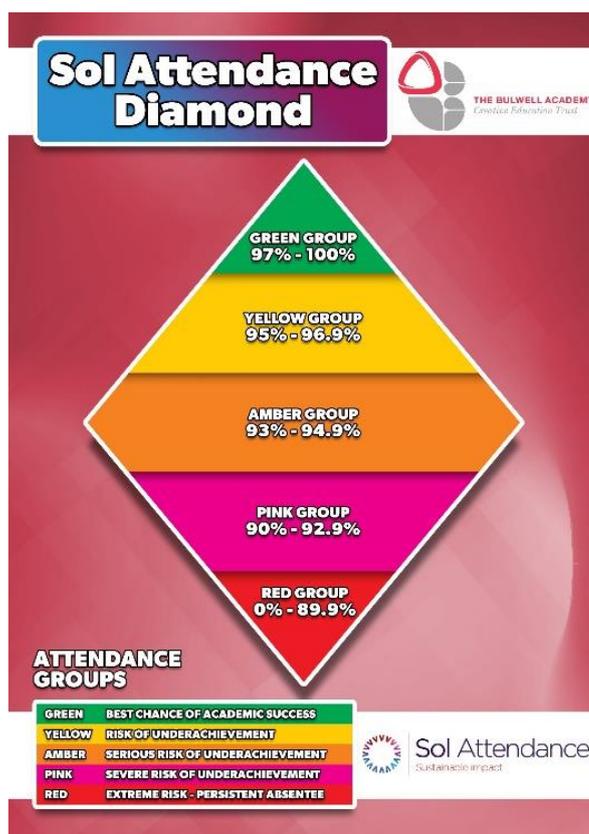
The Bulwell Academy is committed to providing a full and efficient education to all and encouraging our students to strive for excellence. Therefore, for a pupil to reach their full educational achievement, a high level of attendance is essential. As part of our reboot following partial school closure due to Covid-19, we recognise the importance of re-establishing routines and providing students with a safe and stable environment to come back to.

We understand that some students may be feeling anxious about their return to school and we have put a range of measures in place to provide support for this (see welcome back pack). We wish to work in partnership with parents and 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 and carers in resolving any difficulties, but we are also committed to improving attendance levels at The Bulwell Academy. However, we are also aware that due to the pandemic there is a need to be cautious around certain symptoms (new continuous cough, loss of taste and smell, high temperature) or if your child is in the 'clinically extremely vulnerable group' and therefore taking your doctor's advice to shield. If this is the case, please follow our usual absence procedures.

The target attendance figure for all pupils is a **minimum of 95%** attendance.

- It is the parents' duty to ensure their child attends regularly
- It is the schools' responsibility to record attendance and follow up absence
- Schools can issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct for unauthorised absence.

Based on current attendance figures your child will be placed in one of the groups listed over. Your child will be informed of their Attendance Group.



Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement – Amber Group

The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement – Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement – Red Group

The child attends for 0% - 89.9% of the time.

Regular attendance is not just a legal requirement, but it is vital for pupils to maximise their learning and achieve full potential here at The Bulwell Academy. 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.
If your child is in:
Year 9,10 or Post 16 they are expected to be in at **8:25am**
Year 7, 8 and 11 **8:45 am**

If and when school returns to normal, all students will be expected to arrive at school by 8:25am
- Ensure the academy has up to date addresses and telephone numbers. We will contact you by text through parent mail or by telephone if your child is absent and you have not contacted the Academy. This ensures that truancy is quickly identified
- If your child is ill, contact the academy and provide an explanatory note on their return to the Academy. Please make sure you telephone the Academy every day your child is absent.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the Academy is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside of Academy time.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in Academy time. As in previous years, holidays will not be authorised during term time unless in exceptional circumstances, which will be assessed on a case by case basis by the Principal.
- Respond to Academy letters or telephone calls regarding attendance and punctuality.
- Contact your child's tutor or year 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 at The Bulwell Academy.

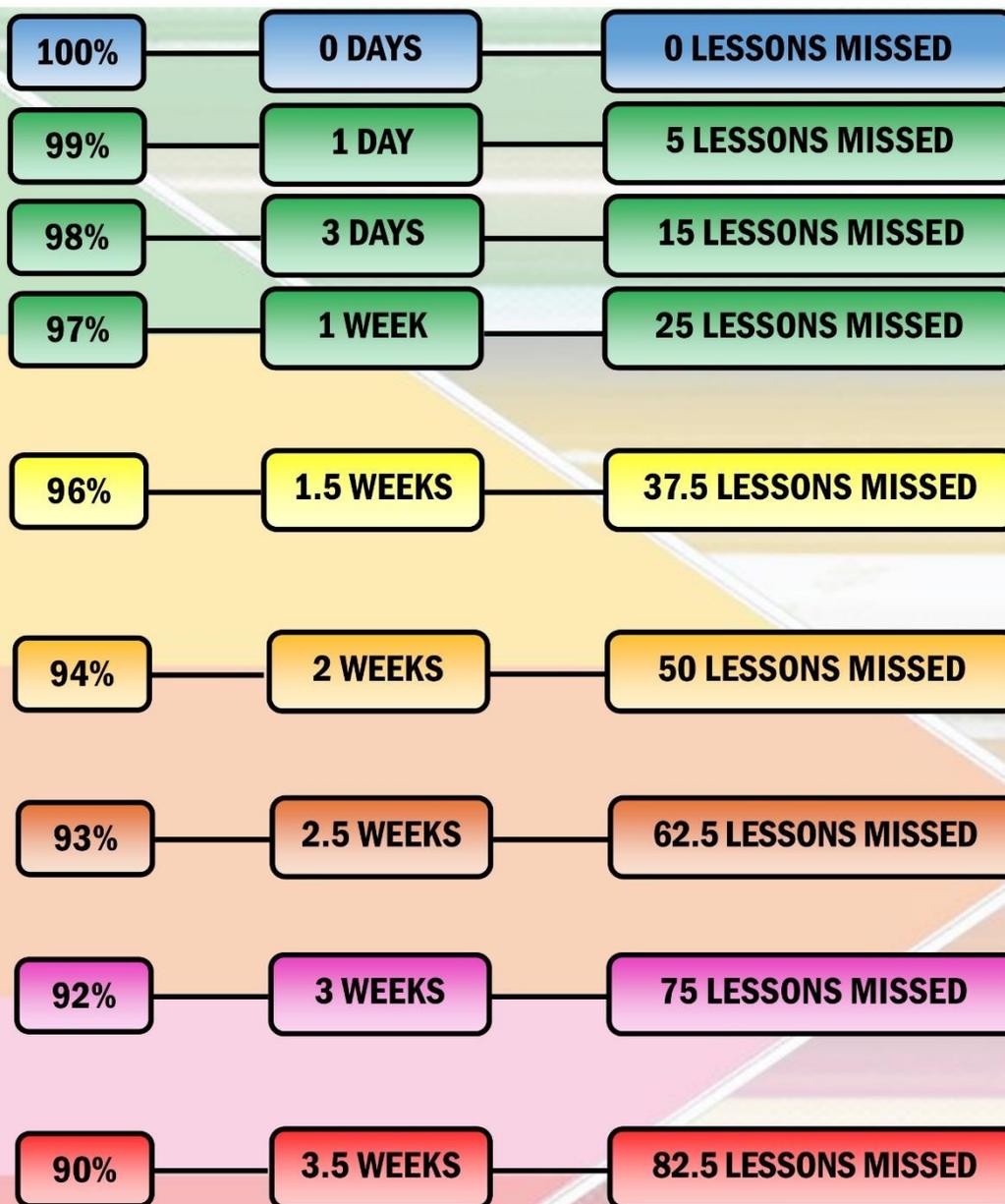
Yours sincerely

Michelle Strong
Principal



Sol Attendance
Sustainable impact

ATTENDANCE MATTERS



**MAXIMISE YOUR POTENTIAL.
ATTEND SCHOOL EVERY DAY.**