

SQUIRES AVENUE
BULWELL
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NG6 8HG

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ACTING HEAD OF SCHOOL: MATT IRONS

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**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

8 March 2024

Dear Parents and Carers

Attendance Reset at The Bulwell Academy

As you will know, there is nothing more important than your child attending school each day and, at the Academy, we have been working hard to improve the attendance of our pupils.

We know that good attendance makes a huge difference to pupils' achievement: the higher the attendance the better the GCSE grade.

Historically, attendance at the Academy has been too low and we have tackled this. In the first term of this year, for example, our attendance improved significantly, higher than the rate of attendance improvement nationally and we were on course to make continued improvements.

During the last two months, however, we have seen a dip in attendance, mainly due to the strike days. We are sorry for the issues this caused our pupils and families and sorry for the loss of learning and its impact on pupils' attendance.

We now need to put this behind us and continue our drive to make sure ***every pupil in the Academy attends school every day.***

I write to ask you to work with us as we rebuild relationships we have with families and support the school in helping to improve and build on the improvements we made during term one.

We are going to try even harder to tackle attendance issues and we need your support. We already do a lot:

- Postcards home
- Contact by phone
- Home visits
- Collecting students to bring them into school
- Attendance parent meetings
- One-to-one meetings with students
- Parent Like a Boss
- Plus lots of prizes and rewards
- And a focus on Attendance in tutor time and forum every week.



We have high expectations of attendance at The Bulwell Academy and the attendance target for all students is 98%.

We would like to see this target achieved for every student for the remainder of the school year starting from 11 March.

Take a look at the Attendance Ladder to the right. 

Although the attendance figure of 98% may seem high, as you can see it can become a concern more quickly than you would expect.

On an academic assessment at school, 95% would be an excellent grade, but when attendance falls below 96%, it would need to improve to prevent it becoming a concern. When falling to 90%, it is a concern and at 80% and below, attendance is a serious concern.



To support all students to achieve at least 98% attendance, we have an Attendance Team.





The Attendance Team all have a vital role to play in ensuring students attend school and therefore reach their full potential. Members of the Attendance Team are linked to Year Groups as shown below. You can find their individual contact details on our website – [click here](#).

Please do reach out if there is anything that we can do to help.



Miss Amy Fuller
VICE PRINCIPAL -
ATTENDANCE



Miss Amanda Jenkins
ATTENDANCE
IMPROVEMENT MANAGER



YEAR 7



Mrs Bev Mellors
ATTENDANCE IMPROVEMENT
LEADER / LEARNING SUPPORT
ASSISTANT



YEAR 8



Miss Sharna Hart
ATTENDANCE
IMPROVEMENT
CO-ORDINATOR



YEAR 9



Mrs Laura McAdams
ATTENDANCE
IMPROVEMENT LEADER



YEAR 10



Mr Mick Astle
ATTENDANCE
IMPROVEMENT
LEADER



YEAR 11



0115 9647640
Option 1



Attendance
@bulwellacademy.org.uk

You can find more information about each member of the team on the Attendance page of the school website:

bulwellacademy.org.uk/main/parents/school-attendance



Contacting the Attendance Team

The main way to contact the Attendance Team is to call the Academy on 0115 964 7640 and select option 1 for attendance.

The Attendance line opens from 7.30am every day and Miss Hart will be available to take your call at this time. There is also the option to leave a voicemail.

Please call the Attendance line at your earliest convenience from 7.30am to share that your child will be absent that day, including the reason why. If possible, please try to make this call before 8.30am, and you must contact the Academy on each day of absence.

Alternatively, you can email attendance@bulwellacademy.org.uk. Contacting the attendance team via email is useful if you have documentary evidence to share.

The Attendance Team will offer numerous forms of support to ensure that all students attend school daily.

Lateness to School

We also have high expectations of punctuality at The Bulwell Academy. Students should arrive to school no later than 8.20am to make their way to morning line up.

The school gates open at 8.00am allowing plenty of time for students to socialise whilst eating breakfast. **Breakfast is free to all students.**

Any students arriving after 8.30am will be registered as late to school. If there is a valid reason why your student is going to be late to school, please contact the attendance team using the same process as above. It is important that all students attend school on time, so as to not miss important information shared with each year group.

Medical Appointments and Illness

Where possible, routine doctor, hospital and dental appointments for students should be made outside school hours. If this is not possible, appointments late in the afternoon from 2pm onwards will have less of an impact on loss of education, as students are expected in school prior to the appointment. ***On any day that a medical appointment occurs students are expected in school either side of the appointment.***

The Attendance Team should be contacted in the same way as above to notify them of a medical appointment. By emailing attendance@bulwellacademy.org.uk you can share evidence such as a medical appointment card/letter or proof of a prescription (medicine/tablets label/container) showing the student's name and the date prescribed.



Evidence can also be brought into the Academy Reception. Please also ensure that your child knows when the appointment is so they can notify their teacher of the time that they need to make their way to Reception.

If a student feels ill but is still able to attend school, please contact us to make us aware so we can keep an eye on them throughout the day to support them to remain in school.

Holidays during Term-Time

Holidays during term-time will not be authorised unless there are extreme exceptional circumstances.

Applications for this type of absence must be made in writing, in the form of a formal letter, to the Head of School, Mr Irons. This letter should be handed in at reception or emailed to attendance@bulwellacademy.org.uk

Further information with regards to unauthorised leave of absence can be found on the school website: bulwellacademy.org.uk/main/parents/school-attendance. See the Attendance Policy & Guidance (towards the bottom of the page).


Rewards

Throughout the year we run numerous Attendance Rewards to celebrate attendance successes such as ***'Countdown to Easter'*** and ***'Fantastic Friday'***.

We can't wait to hand out Easter eggs on 28 March.



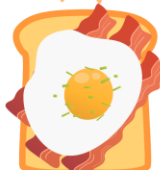

- ★ Every week during 'Fantastic Friday' the tutor groups with the highest attendance and the most improved attendance are celebrated at line-up and receive a prize.
- ★ Throughout the day the attendance team visit lessons to hand out prizes to the lucky winners of our Fantastic Friday prize draw.
- ★ There is also a change to our free breakfast — we end the week with waffles and pancakes.
- ★ Students receive their Bulwell Bucks Paychecks and gold ties are awarded.
- ★ Marketplace is open for students to spend their Bulwell Bucks.
- ★ Pass Move Grin attend the Academy and run sporting competitions.

Special Breakfast Reward Winners

HIGHEST ATTENDANCE: TERM 3

7B	Mr Howarth
8W	Mr Clarke
9L	Mr Grinsted
10N	Miss Wray
11L	Miss Carrick

At the end of every half term the tutor group with the highest attendance in each year group will receive a rewards breakfast.

100% attendance postcards are emailed weekly and at the end of each term there will also be a 100% attendance reward event.

You will be able to keep up to date with attendance rewards via our social media on Facebook, Instagram and Twitter. You can also find out more about Rewards here: [Rewards at the Academy](#)

The Bulwell Bulletin which can be found on the school website is also a wealth of knowledge with regards to rewards (*the next issue is out on Monday*):

bulwellacademy.org.uk/bulwell-bulletin-issue-19

I look forward to supporting all students to reach at least 98% attendance from March until the end of the academic year.

Yours sincerely

Miss A Fuller
Vice Principal - Attendance



Celebrating Attendance

HIGHEST ATTENDANCE	MOST IMPROVED
7D Mrs Beresford	7B Mr Howarth
8W Mr Clarke	8W Mr Clarke Up 6.5%
9L Mr Grinsted ★ 96%	9O Miss Okoye
10K Mrs Campbell	10L Mrs Davies
11L Miss Carrick	11L Mr Aistrup

Week ending Friday 8 March

