Dear Parents/Carers,

I am writing to inform you that we have revised our procedures and will be working with parents and carers and the local authority to improve attendance and punctuality at Smithills School. This is because research has shown regular attendance and good punctuality are crucial factors in children achieving their full potential. At Smithills School 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 and carers and so are seeking your full support in ensuring that your child attends the school 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 at Smithills School.



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

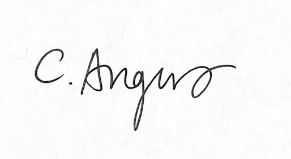
Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning, and achieve their full potential here at Smithills School. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

* Ensure your child attends every day, on time, equipped and ready to learn.
* Ensure the school 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 school. This ensures that we can contact you about your child, and also can contact you in an emergency situation.
* If your child is ill, contact the school by telephone or using ClassCharts. Please make sure you phone the school every day your child is absent and before 9:00AM.
* If no contact is received regarding the absence, it is recorded as **unauthorised.** Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record.
* Ensure that medical appointments are made outside of school time. If this is not possible, your child will still need to attend school before or after the appointment. We will need to see medical evidence upon return.
* Avoid trivial absence such as, ‘buying new shoes’. This would not be accepted as a reasonable absence.
* Holidays and leave of absence should not be taken in term time. Holidays/leave of absence will not be authorised unless the circumstance is exceptional, and may result in a fixed penalty notice.
* Respond to school letters or telephone calls regarding attendance and punctuality.
* Speak to your child’s Form Tutor, Pastoral Leader, or Head of Year if you are experiencing difficulty in getting your child into the school.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Smithills School.

Yours sincerely,

Yours sincerely



Miss C Angus

Assistant Headteacher