



SIR THOMAS BOTELER

CHURCH OF ENGLAND HIGH SCHOOL

GRAMMAR SCHOOL ROAD
LATCHFORD, WARRINGTON
WA4 1JL

01925 636414
01925 417468
INFO@BOTELER.ORG.UK
WWW.BOTELER.ORG.UK
/THOMASBOTELER
#THOMASBOTELER

THROUGH GOD, WE CARE



April 2018

MM/CO/ADMIN/ALLDEPTS/PASTORAL/Y7/MM/IMPOTANCEOFATTENDANCE

Dear Parent/Carer

I am writing to inform you about the importance of your child's attendance of school during the final term of Year 7.

There is a direct link between attendance and achievement, therefore when students are not in school they are not learning. Our school target is to encourage each student to achieve at least 95% or more attendance in school during each academic year. Unfortunately, last term which ran from January until April was the most poorly attended term Year 7 have had collectively. The summer term of Year 7 is especially important as students will sit their final end of year exams. These exams will determine intervention and set changes required for when your child progresses into Year 8. Furthermore, soon I shall be informing students of their final end of year rewards visit which is due to take place in July. As part of the success criteria to receive an invite students' must achieve at least 98% attendance during their final term at Sir Thomas Boteler Church of England High School.

In order to place a student's attendance into context please see the table below:

Attendance in one School year.	Equates to days absent.	Which is equal to.	Which means the number of lessons missed is.
94%	10 Days	2 Weeks	60 Lessons
90%	19 Days	4 Weeks	120 Lessons
85%	29 Days	6 Weeks	180 Lessons
80%	38 Days	8 Weeks	240 Lessons
75%	48 Days	10 Weeks	300 Lessons
70%	57 Days	11.5 Weeks	345 Lessons
65%	67 Days	13.5 Weeks	405 Lessons

If your child's attendance drops below 90% they will be considered a persistent absentee from education by the local authority. In these circumstances I would have to call a meeting with myself and our school Attendance Officer to discuss the reasons for your child's absence from school and in more severe circumstances the Local Authority would have to become involved with the possibility of taking legal action. One a student becomes a persistent absentee it is very difficult to build up their attendance again.

While some school absence is unavoidable, other absences should be avoided. Although we appreciate that holidays may be cheaper during term time, if we take students out of school during this time we are placing them at a disadvantage regarding their education. Parents and carers have a legal responsibility to ensure their child attends school and therefore are expected to take holidays during official school holidays (Winter, Easter, Summer or half term breaks).



PART OF THE CHALLENGE ACADEMY TRUST | NURTURE | CHALLENGE | ACHIEVE
THE CHALLENGE ACADEMY TRUST C/O PRIESTLEY COLLEGE, LOUSHERS LN, WARRINGTON WA4 6RD. COMPANY NUMBER 10689247



Any request for students to take time off school must be made at least one month in advance for a legitimate reason. School will always take individual circumstances into consideration, such as previous absence records before making a decision.

The following examples are intended to help you to maximise your child's attendance and learning. The content is not intended to patronise and may or may not apply to your child. Please read and share this information with your child as you see fit.

- If a child has a minor ailment, they should still come to school. Where possible, school will make arrangements to support students that may not be feeling their best. Whilst in the first instance it is for parents to decide whether a child is well enough to attend school, the school asks that parents default position be that they send their child to school, unless it is clear that they are suffering what can only be described as a 'significant illness'. In these circumstances we ask that you let our office know of your child's absence no later than 8.30am on the day by calling 01925 636414. We would ask that you contact school each day to update us until your child is feeling able to attend. Upon returning to school please ensure that you notify the school office of your child's return.
- Dentists and GP surgeries will always try their best to arrange appointments outside of school hours. We ask that parents / carers request appointments that do not clash with school time. If an appointment can only be made during school time, students should attend school whilst not at the appointment i.e. before / after as appropriate.
- The weather seems to influence some students in deciding if they wish to attend school or stay at home. On wet days, especially if it is raining as students leave home to come to school, it appears some students try to avoid a wet journey in, by making some plausible excuse to not face the weather. If you suspect that this may apply to your child, please impress upon them that unless the weather is so bad that the school is shut, they should be making every effort to attend school. Please ensure your child is equipped for travelling to and from school even if the weather is not ideal.
- The day after wet weather can also cause school to suffer reduced attendance. Some students do not take care to stay dry and do not attempt to dry their clothes / shoes when they get home. As a result, their uniform is wet the next morning and may avoid attending school. Please advise your child on the importance of trying to stay dry and organising the drying out of wet clothes as soon as they get in from school. Advise your child that getting wet is not a reason to be off school.
- If a child attends a school trip or other activity the day before, the child must attend school at the normal time the next day. It is not acceptable to miss or be late for school due to being tired.
- Parents / carers should be mindful of the possibility that their child may wish to avoid school for a reason other than being ill. It can be easier for a child to tell a parent / carer that they are too ill to go to school, rather than explain that they have fallen out with a friend or haven't completed their homework. If parents / carers feel their child is experiencing something that is reducing their willingness to attend school, please contact school to share your concern. As long as school are aware of the problem, the problem can often be solved.

Thank you for your support regarding this matter.

Yours faithfully



Mr M Morley
Progress Leader of Year 7
mmorley@boteler.org.uk