



19 October 2016

Dear Parent / Carer

Attendance at the college

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

It is widely recognised that the educational outcomes and future life chances of children can be significantly impacted by periods of absence. In order for children to reach their full educational potential, a high level of attendance is essential and therefore every opportunity will be used by Buttershaw Business and Enterprise College (BBEC) to convey to students, parents and carers the importance of regular and punctual attendance.

If a child is absent from school we will make a telephone call to establish a reason. In certain circumstances we may also:

- Send a reason for absence letter
- Request medical evidence (if more than two days) in the form of a prescribed medicine, a prescription note, appointment card or doctor's note
- Visit your home
- Invite you in to college to discuss the situation formally
- Issue a Penalty Notice of £60 per parent per child if paid within 21 days and £120 per parent per child if paid after this date but within 28 days.

Inevitably not being in school has a negative impact on student attainment across the year.

| Attendance Percentage | Progress |
|-----------------------|---|
| Less than 85% | Less than 35% chance of making 4 levels progress |
| Less than 90% | Less than 50% chance of making 4 levels of progress |
| 97% | Very good chance of 4 levels of progress |

Punctuality

At BBEC all students are expected to arrive on time for every day of the academic year. If a student fails to arrive by the expected time of 8.30am, the college will follow its unexplained absence procedure.

Attendance protocols and absence reporting procedures

If a child is unavoidably absent the parent / carer must contact the college by ringing the **attendance line (tel. 805692)**, text or visit in person by 8:30am on the first day of absence and each subsequent day of absence, identifying the reason for absence and the expected date of return. We also ask that parents send a note on the first day of return with an explanation of the absence – you must do this even after you have telephoned us. **The school does not consider that a cough, headache or other minor ailments constitute an illness.**

Consideration will be given to authorising leave for religious observance in line with officially identified days. Parents and carers are requested to give advance notice if they intend for their child to be absent for this reason.

Yours faithfully

Mr M Tolan
Assistant Headteacher