



## Tipton Learning Community

Dear Parent/Carer

The Tipton Learning Community has developed a set of procedures that are designed to improve pupil attendance. School/Academy attendance is vital if a pupil is to realise his or her full potential. We have now developed initiatives together to ensure there is consistency and continuity across the schools/academies in the Tipton area.

Below is the attendance process all the schools/academies will be following to improve pupil attendance.

<p><b><u>96% and above</u></b></p> <p>This is the TLC schools attendance target and your child will be on course to reach his/her full potential</p>
<p><b><u>95%</u></b></p> <p>Initial concern letter will be sent to all parents as attendance begins to fall.</p> <p>Attendance will be monitored closely.</p>
<p><b><u>90%</u></b></p> <p>Second concern letter to be sent and a request for medical evidence before any future absences will be authorised.</p> <p>Parents will be invited into school/academy for a meeting or a home visit will be made by the Senior Attendance Improvement Officer to discuss the reasons for the falling attendance.</p>
<p><b><u>Continued decline</u></b></p> <p>If attendance continues to fall a referral will be made to the Local Authority which could result in parents being taken to court.</p>

There is a clear relationship between attendance and achievement. The Tipton Learning Community schools/academies are committed to creating the very best climate for your child to achieve their full potential and attendance is a major part of this. However the best results are achieved when parents, pupils and staff work together.

We would like to take this opportunity to thank you for your support with this initiative. Please do not hesitate to contact the school/academy if you have any questions about attendance.

## **Academy Attendance - What parents can do to help**

Good attendance at the academy is crucial if children are to achieve their full potential. The Tipton Learning Community is committed to supporting all families in maximizing attendance. Parents can also play their part by working with the academy and their children to promote good attendance. The following points will help parents to improve their child's attendance.

- Phone the academy on your child's first day of absence and only allow days off for genuine illness.
- Ensure your child attends on time.
- Where possible, arrange medical appointments out of academy time. Always ensure your child attends immediately before and after medical appointments if appointments are in academy time.
- Avoid holidays in term time.
- Know your child's attendance figure and talk to them about it.
- Praise and reward your child's good attendance.

### **Let The Academy Help**

Young people can get worried about going to an academy. They may say they feel unwell. You may notice a pattern or find they are worried about a particular lesson, homework, and friends or bullying. Children need to know that academy staff will always help to resolve any problems they encounter. It is better to inform the academy early so this can be done quickly.

### **Parents can help by:**

- Listen to your child's concerns
- Reassure them that together we can sort the problem out.
- Speak to the academy about the problem.
- Be firm about attendance. If they are not in the academy it is harder to resolve a problem.
- Talk regularly to your child about the academy and how they feel about it.
- Look at your child's work and praise their efforts.