

September 2021

Dear Parent / Carer

Is Your Child Missing Out?

Focus on Attendance and Punctuality.

Regular attendance and good punctuality are crucial factors in students achieving their full potential in education. There is clear evidence from analysis of national GCSE results data linking high attendance to strong academic performance.

At Wey Valley Academy we wish to work in partnership with parents and carers to ensure all students achieve their maximum potential and so are seeking your full support in ensuring that your child attends the academy every day, and on time. Students are legally expected to attend the Academy for 190 days each year, which leaves 175 days each year for holidays, shopping, and family visits.

We are always prepared to work together with parents and carers in resolving any difficulties, but we are also committed to improving attendance levels at the Academy.

The target figure for all students is a **minimum of 97%** attendance (which still means missing 6 days of school). Don't forget, if a student is late (after the register is closed) it is recorded as an absence for that half day session so punctuality is also very important.

Based on their attendance data your child will fall into one of the following groups below, that we will monitor throughout the year. You and your child will be informed of their **attendance group** by their Form Tutor. We will help students to track and analyse their own attendance and run supportive 'attendance clinics', which will be held fortnightly in tutor time with the aim of identifying any issues in school that may be affecting their attendance; the aim will be to help all students stay in the Green group.

We will be monitoring students closely and if their attendance falls, we will contact you so that we can work together to maintain a high attendance rate.

Wey Valley Academy

Sian Thomas, BEd (Hons), CEO - AAT

Jon Webb, BA (Hons), Director of Secondary Education

Rob Russell, BEd (Hons), Principal

www.veyvalley-academy.co.uk

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Dorchester Road, Weymouth, Dorset. DT3 5AN

<p>Group 1: <u>NO CONCERN</u></p> <p><i>The child attends for 97% - 100% of the time</i></p>
<p>Group 2: <u>CONCERN</u></p> <p><i>The child attends for 95% – 96.9% of the time</i></p>
<p>Group 3: <u>RISK of UNDERACHIEVEMENT</u></p> <p><i>The child attends for 93% - 94.9% of the time</i></p>
<p>Group 4: <u>SEVERE RISK of UNDERACHIEVEMENT</u></p> <p><i>The child attends for 90% - 92.9% of the time</i></p>
<p>Group 5: <u>EXTREME RISK of UNDERACHIEVEMENT</u></p> <p><i>The child attends for 0% - 89.9% of the time</i></p>

At Wey Valley we will reward students who attend Academy each day, and reward students with good punctuality or whose attendance is improving. We will, of course, be mindful of students who may have been absent for reasons out of their control, for example due to a documented medical condition, so that they're not disadvantaged. Rewards will include: 100% attendance badges and certificates, 97%+ prize draws, prizes for the most improved attenders, Student of the Week awards, post cards home, subsidised Yr11 Prom tickets, end-of-term reward trips for 97%+ attendance and much more.

How can you help your son or daughter to maintain a high attendance and increase their chances of success at Academy?

- Holidays **must not** be taken during Academy time and we cannot authorise these. The local authority has the power to fine parents who take students out of Academy for holidays.
- Ensure that your child attends Academy every day, arrives on time, with the correct equipment and are ready to learn. They are expected to be in their tutor room **by 8.30am.**

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- Ensure the Academy has your up-to-date address, email and telephone numbers and **you have signed up to the SIMS In-Touch app** (our primary means of communication with parents/carers). We will contact you if your child is absent and you have not contacted the Academy to explain why. This ensures that any absence is quickly identified, and students are safeguarded.
- If your child is ill, please contact the Academy on the **first** day of absence, and then update us every subsequent day of absence. Please provide an explanatory note on their return to Academy.
- If you wish to check that your child has arrived at the Academy, either check the SIMS In-Touch app or contact the main office.
- If no contact is received regarding an absence, it is recorded as **unauthorised**. Ultimately, the Academy is responsible for deciding if the absence is acceptable or not. Only genuine absences will be authorised.
- You will be asked to provide medical certificates for any absence if your child has a poor attendance record and slips into the **ORANGE, PINK or RED** groups.
- Try to ensure that medical appointments are made outside of Academy time where possible.
- Contact your child's Tutor or one of our Family Liaison Officers if you are experiencing difficulty getting your child into the Academy. We are here to help and would rather be involved early before an attendance problem develops. Refer to our website for contact details.
- Any planned absence can only be approved by the Principal and he can only authorise absence in very exceptional circumstances.

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

Yours faithfully,



Pete Lydford
Vice Principal

Wey Valley Academy

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