

18th December 2019

Re: Reports

Dear Parent,

The Academy has recently reviewed the content and frequency of information that is reported to parents. The first review has focused on pupils' attendance and punctuality. Moving forward, the following information will be included in a standalone 'Attendance Report' sent to parents in the first week of each half-term.

- Your child's overall attendance for the previous academic year (included as a reference point).
- Your child's overall attendance for the current academic year, RAG-rated using the table below.

Attendance (%)	Statement
100	Excellent
98.0-99.9	Good
96.0 – 97.9	Below Expectations
<96	Well Below Expectations

- Your child's absence for the current academic year, expressed in terms of the number of days and lessons lost.
- Your child's projected absence over a full academic year, expressed in terms of the number of days and lessons lost.
- How your child's current attendance compares to all pupils on roll.
- Your child's attendance across each half term.
- The number of occasions your child has arrived late.

In advance of receiving an Attendance Report, I have included an example to accompany this letter. I hope you find this information useful.

Yours sincerely,



Mr. N. Houchen
Principal