

29th September 2021

Re: Attendance Reports

Dear Parent,

Prior to the Covid-19 pandemic, the Academy introduced a standalone half-termly ‘Attendance Report’ – I have included an **example** overleaf. It is my intention, at this stage, to begin resending this report, the first of which, for Autumn Term 1, will be sent **week commencing 1st November**.

As I’m sure you are aware, the Academy’s target is for **all** pupils to achieve an attendance of **100%** to afford them the best opportunity of fulfilling their potential. To this end, the RAG-rated thresholds (below) are deliberately high to reinforce high expectations.



% Attendance	Description
100%	Excellent
98.0-99.9%	Good
96.0-97.9%	Average
<96.0%	Below Average

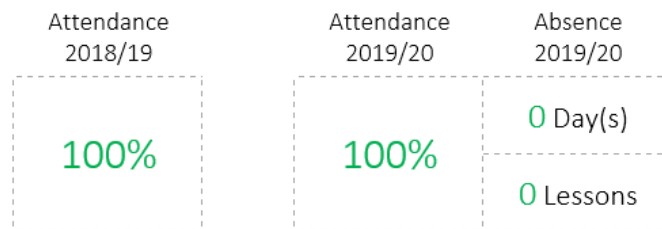
Notwithstanding the above, I do accept that, particularly with regard to the current self-isolation period for a positive Covid-19 test, this is outside of your child’s control, and unfortunately this will have a negative impact on their overall attendance. To ameliorate this effect, the Attendance Report will include a breakdown of the attendance level in each half-term to show progress across the academic year.

Yours sincerely,

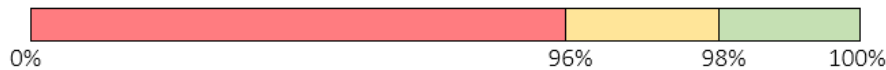
Mr. N. Houchen
Principal

Believe, Succeed, Together

Attendance Report Surname, Forename



Attendance is colour-coded in the following way:

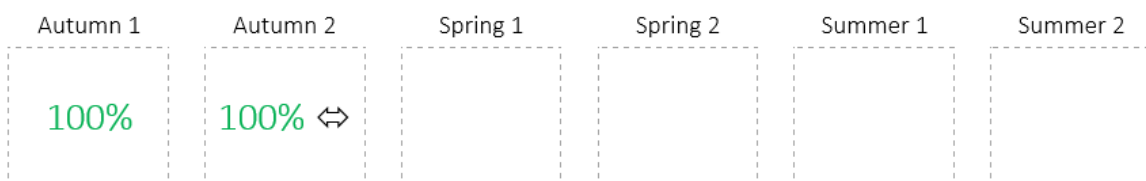


Forename's attendance of **100%** is **excellent**.

This level of absence over a full academic year would equate to **0** days (**0** lessons) and would greatly increase the likelihood that Forename will achieve at least his/her Forecast Grade.

Forename's attendance is in the **top 10%** of all pupils currently on roll.

The information below shows Forename's attendance during each half-term. The arrows show how his/her attendance compares to the previous half term.



In addition to attending school regularly, the Academy also expects pupils to arrive on time in the morning. To date, Forename has arrived late on **0** occasion(s).

If you have any queries regarding your child's attendance, or would like advice and/or support, please email Assistant Principal, Mr. M. Cartlidge - mcartlidge@eastwood.southend.sch.uk