



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: IT/CAG

Your Ref:

Date:

10 September 2018

Dear Parents,

Attendance Update

The first few days of the new academic year have been incredibly busy for both our teachers and students, but there is already a fantastic vibe at Cannock Chase High School.

Students have returned looking incredibly smart and have the right attitude for learning. Every lesson counts at our school and so stealing learning time due to poor behaviour or a lack of focus in lessons is never acceptable. Our students know this, therefore, lessons are calm and students are able to concentrate and give their best. We have high standards and our students respond to this.

We continue to have a significant focus on whole school attendance. Whilst our attendance as a school has improved significantly over recent years, there are still a high number of students who, at the end of each academic year, have an attendance figure below 95%. Attendance plays a significant part in academic achievement and when students miss school their grades will suffer as a direct result. In order to increase attendance this year we would ask that parents follow these procedures:

On the rare occasion that your child is absent from school, we would ask that you call or e-mail Miss Elsworthy, the Attendance Officer, **before 8.30am** each day that your child is absent (01543 502450 ext 212 or d.elsworthy@cannockchase-high.staffs.sch.uk).

At 10am each morning, Leadership Team and the Pastoral Team meet to see who is absent from school on that day. Where no phone call has been made by parents, the school will attempt to call home or will carry out home visits in line with our safeguarding procedures. If there is no valid reason for a student being absent, they will be collected by our staff and brought into school.

Each week, on a Friday, parents will receive a text message updating you on your child's attendance for this academic year. If this figure is **below 95%**, you should be concerned. Students with an attendance figure of **95% or below** at October Half Term will receive **Attendance Letter 1**. This letter outlines our concerns in relation to your child's attendance and the close monitoring that will then follow. If your child's attendance drops **below 90%** during the school year, **Attendance Letter 2** will be sent out with a specific request for medical evidence as well as a request to attend a meeting with a member of our Leadership Team to discuss ongoing concerns. On the rare occasion that a parent does not attend this meeting, the Leadership Team will carry out home visits due to the high importance the school places on good attendance during the school year. At this point our Educational

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INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

Welfare Officer will become involved in individual cases and families need to be aware that they can also be issued with a Penalty Notice for unauthorised absences or unauthorised lates if they reach 10 or more in any 12 week period.

Continued poor attendance will result in a **Governors' Attendance Meeting** being called. This is seen as one of the final stages as we will have exhausted all other options by this point.

Government guidelines prevent the school from authorising any holidays during the school year and, therefore, we would ask families not to take holidays during school time as fines may be issued. We would ask that, where possible, non-urgent medical appointments for dentists or opticians are made either in the school holidays or after school. For more information regarding Penalty Notices please refer to Staffordshire Local Authority Code of Conduct for issuing Penalty Notices.

The school appreciates that at times during the year certain students will need to attend important and vital medical appointments, parents should not worry about this. The school recognises that a young person's health comes before anything. Where medical evidence is provided, there will be no request by the school for a meeting. In cases of bereavement and other genuine family reasons for non-attendance at school, rest assured that Cannock Chase High School will work closely with our students and families at these difficult times.

Thank you for your continued support to address this key priority for us as a school community.

Yours sincerely

Handwritten signatures of Mr R Howes and Mrs T White in black ink. The signature for Mr R Howes is on the left and the signature for Mrs T White is on the right.

Mr R Howes and Mrs T White
Assistant Headteachers