



18 October 2023

Dear Parent/Guardian

As we move towards the end of the first half term, I wanted to write to you to thank you for your support thus far in supporting our attendance push at school – we have made some really positive steps.

I also wanted to take the opportunity to highlight a number of areas regarding attendance, the significance positive attendance to school can make and some changes to our late to school policy.

### Positive attendance at school

As we are all aware, regular school attendance is an integral part of a student's academic journey. It is not merely about showing up, but it plays a vital role in the overall development and success of our students. Attending school on time and consistently has numerous benefits, including:

- **Learning Opportunities:** Each day presents a unique opportunity for students to learn and grow. Regular attendance ensures that they don't miss out on important lessons and educational experiences.
- **Building Relationships:** School is a place for students to build meaningful friendships, connect with teachers, and develop social skills. Consistent attendance fosters these relationships.
- **Academic Success:** Students who attend school regularly are more likely to perform well academically. They have better chances of mastering the curriculum and achieving their academic goals.
- **Responsibility and Punctuality:** Positive attendance instils a sense of responsibility and punctuality in students, which are essential life skills.

### Monitoring

We are operating a traffic light system to monitor students' attendance and punctuality; we will be celebrating students who get it right, whilst also reminding and support students and parents who are not quite where they should be.

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|--------------------|---|
| • <b>100 – 96%</b> | <b>Attendance levels are good</b> – where we want all students    |
| • <b>96 – 93%</b>  | <b>Attendance levels are starting to be a cause for concern</b> – |
| Monitoring         |   |
| • <b>93 – 90%</b>  | <b>Attendance levels are concerning</b> – School Intervention     |
| • <b>Below 90%</b> | <b>Attendance levels are worrying</b> – Referral to EWO           |

Student attendance is a shared responsibility, and we encourage open communication between parents, teachers, and the school to address any challenges that may hinder attendance.

## **Late to School – 8:38am**

Again, thank you for your support with getting students to school on time this term, again we have had some really positive steps forward here.

Punctuality is key to students learning, and starting each day as we mean to go one is imperative. Currently our school gates close at 8:40, which also the same time that students are expected to be in tutor; this is not ideal, and so we will be closing the school gates at **8:38am after the second week back after half term – week beginning 6 November.**

Students should be on school site, past the school gates by **8:38am** allowing them time to get to tutor. **Anyone arriving after this time is late to school** and may be given a consequence which is in line with our behaviour policy.

I'm aware that this for some will be quite a significant change, please do consider how this will impact normal morning routines. We will be supporting parents and students with bus information, along with any information we get from the Reading Borough Council regarding roadworks and traffic issues.

We, as a school community, are committed to providing the support and resources necessary to help students maintain positive attendance. Let us work together to ensure that every student has the opportunity to thrive academically and personally.

Thank you for your cooperation and dedication to the education of our students. Should you have any questions or concerns regarding attendance, please do not hesitate to contact us.

Yours Sincerely,



Mr D Hood  
Senior Assistant Headteacher

**#08:38youarelate**