

March 2018

Dear Parents and Carers

At Linton Village College, we are passionate about learning and passionate about the achievement of young people. I am sure that you agree with us; your child needs to be at school to achieve their full potential and maximise all learning opportunities.

In 2016, Cambridgeshire County Council introduced a three-letter communication system to ensure that schools inform parents/carers at the earliest opportunity of attendance concerns. I have included a table below to provide you with an overview of when we are likely to send letters to parents/carers.

%	Intervention
Where attendance has fallen below 96% and patterns of attendance look irregular and sporadic	Letter One
If no improvement in 4 weeks or attendance falls to below 90%	Letter Two, with invitation to meet college staff. College may request the involvement of Education Welfare Officer
Ongoing attendance concerns	Letter Three, requesting a meeting with parents to set targets for improved attendance.
Below 80%	Education Welfare Officer will lead on what further action is required to improve attendance.

The attached information sheet clearly demonstrates the correlation between attendance and learning. For example, at 96% attendance which is the point at which we would send a letter informing parents/carers of the current attendance figure, a student would have missed 38 lessons over the course of an academic year. At 90% attendance (persistent absenteeism), a student would have missed 95 lessons.

We will, of course, use Cambridgeshire County Council’s three-letter system coupled with our best professional judgement. However, as parents and carers, we would also like you to work in partnership with us by doing the following:

- Refrain from requesting any leave of absence during term time unless it is an *exceptional circumstance* (for example unavoidable medical/dental appointments but please try to make these after school if at all possible, days of religious observance, seeing a parent who is on leave from the armed forces, external examinations, when Traveller children go on the road with their parents);
- produce a doctor’s note or medical evidence that states when your child is “unfit for school” for any prolonged period and
- if you leave the house in the morning early, make sure that your child is up and ready for school before you go

Working together achieves results. I hope that you will fully support the College in our approach to monitoring attendance and learning outcomes.

Yours sincerely

Shahla Matarazzo
Assistant Principal

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