



Wednesday 11th February

Dear Parent(s)/Carer(s),

I am writing to remind you of some of our attendance policies and procedures as we are currently experiencing a slight dip in attendance and have received updated information from the city council about taken holidays during term time. We do appreciate that students occasionally experience illnesses and personal circumstances when it is not appropriate for them to be at school. However, there is a direct link between attendance at school and student achievement and so it is absolutely vital that students have as high an attendance as possible. Even when work is sent home to be completed it cannot replace the level of learning experienced in the classroom.

Our school attendance target is **97%** and so every student needs to aim for at least this percentage attendance figure. Your child's attendance is printed on their report.

Our school procedures are outlined below:

- Holidays in term time will not be authorised and it is likely that you will be liable for a fine. This is issued by the city council education welfare service and is set at £60 per child **for each parent** for each period of unauthorised absence.
- Individual attendance figures are recorded in the student planners, and monitored on at least a weekly basis in tutor time.
- Students will be placed on attendance report if their attendance student falls below 90% and is of concern.
- Parent(s)/Carer(s) will be contacted by telephone or letter if we have any attendance concerns and you may be asked to attend a meeting at school or be visited at home. Serious concerns will be referred to the educational welfare service.
- High levels of attendance are rewarded; the tutor group with the highest attendance each week all receive a flapjack as part of 'flapjack Fridays' and individuals will receive rewards in our half termly achievement assemblies.

How you can ensure that your child's attendance is at least 97%

- Do not book any holidays during term time (our term dates are on our school website)
- If your child is feeling unwell (e.g. has a cold, feels sick or is under the weather), you can send them to school with paracetamol/appropriate medication and a note to explain when they need the medication. We will always contact you if they become worse during the school day.
- Contact school early in the morning if they are too ill to come to school (i.e. have been vomiting). This means that we are aware of the situation early on.

Nottingham Free School

The Courtaulds Building, 290 Haydn Road, Nottingham NG5 1EB
01949 863053 | contact@nottinghamfreeschool.co.uk | www.nottinghamfreeschool.co.uk

Head of School: Jenny Brown BSc (Hons) Mathematics, PGCE, N.P.Q.H.
Executive Head Teacher: John Tomasevic B.A. (Hons) Econ, Cert.Ed., M.Ed., N.P.Q.H., N.L.E.



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- Book any routine medical appointments out of school hours; we appreciate that we have extended hours, so any time after 3.30pm is appropriate.
- If you are intending to take your child out of school for any personal reasons you will need to complete a 'leave of absence' request form at least ten days in advance of the absence. These are available from reception or any tutor.

Please take note of the attendance table figures below:

Percentage attendance	The reality
Above 98%	Less than 4 days absence per year. Students with this excellent level of attendance will be able to achieve their target levels and grades
96%	Less than 8 days absence per year Students with this excellent level of attendance should be able to achieve their target levels and grades
90%	The equivalent of half a day missed every week or a month missed over the course of a year. It will be difficult for students to achieve their best and they will have missed key maths and English lessons as well as other subjects.
85%	The equivalent of nearly a day missed every week or 30 days (6 weeks) absence in one year It will be very difficult for students to reach their potential and they will have missed key lessons in all subjects
80%	The equivalent of one day missed every week or nearly 40 days (8 weeks) absence in one year It will be almost impossible for students to keep up with their work.

Thank you for your support with this matter and do not hesitate to contact us if you have any further questions

Yours sincerely,

Mrs J Brown
Head of School

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