

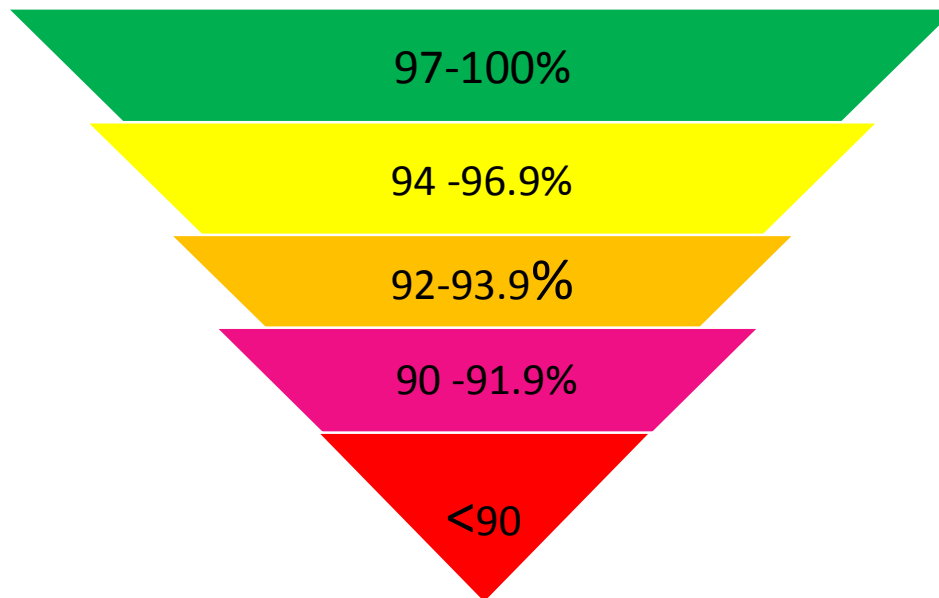
21<sup>st</sup> September 2016

Dear Parents/Carers

Again this year we will be working hard to improve the academy's overall attendance figure and every child's individual attendance within the academy.

Every child's attendance is monitored daily through the registers and every 4 weeks we look at your child's overall percentage since the first day of school in September. E-ACT expect each child to have an attendance figure of 96% or above.

If your child attended the academy last year then you would have seen the attendance triangle below which is in all classes and in my office where I use the children's photographs to monitor what their current attendance percentage is since September.



Any child on the red or pink section is a cause for concern. We have a duty to report any child that is not attending school regularly to the local authority and the first response social team.

I would like to remind all parents about our attendance strategy:

- All children's attendance is monitored daily. If a child is not in and we have not heard from you, we will send a text or call you asking where your child is. You must respond to this. You may use the message system (press 1) when phoning.
- If your child's attendance falls below 96% we will write to you informing you of this and you will be asked to attend an attendance meeting with the class teacher to discuss any support we can give and any issues that we are unaware of relating to health or other areas. If your child's attendance improves over the next few weeks then this process ends.

