



Brownhills School

A Specialist Sports College

Headteacher: Helen Keenan
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JM/AJE/PLET54C

4 February 2019

Dear Parent/Carer

ATTENDANCE/EDUCATION WELFARE SERVICE

As a school, we are always working towards improving student attendance and reducing persistent absence. Extensive research shows that students that are in school every day are in more lessons and, therefore, more likely to go on to achieve their full potential.

This letter is to remind parents/carers of the school's attendance expectations and to inform you that the school has now entered into a service level agreement with the Education Welfare Service (EWS). Working in partnership, it is hoped that our new Education Welfare Officer (EWO) will help drive up student attendance through a balance of support and challenge.

All students' attendance will be closely monitored to ensure that it at least in line with **national average of 95%**. However, students that are classed as a 'persistent absentee', with an attendance of less than 90%, will be a strong focus for the Education Welfare Officer. It is important to note that, where absence is not authorised, this may lead to a fixed penalty notice. The Education Welfare Service has already taken action this year by issuing fixed penalty notices for continued persistent absence without medical evidence and for non-attendance due to term time holidays.

Please be reminded of the following:

- School starts at **8:40am** promptly; therefore, all children are expected to arrive on time to start the day. **Any child arriving to their form room after this time will be marked as late.** If your child arrives after 09:30, your child will receive a 'U' code which is an unauthorised absence. Unauthorised absence will impact on overall attendance.
- All parents must **contact school by 9:30am** to inform us if your child will be absent, providing the reason why and expected return date.
- If a child is ill and is prescribed medication, evidence of this **must be provided to the school** upon returning in order to record the absence correctly.
- Please make every effort to book any **appointments out of school hours**. A child will only be authorised to be absent for medical appointments where an appointment card is provided and **your child will be expected to attend school before/after any appointment.**



"Quality, care and excellence every step of the way"

PTO



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- Students should aim to have an attendance of at least 95%, which is the national average. If your child's attendance falls below **92%**, you will be expected to provide medical evidence for **all** absence in order for it to be authorised. This will be used as evidence when data is collected on pupil attendance.
- **Leave of absence during term time will not be authorised.** If you do plan to take your child out of school, please see Student Services for a form which must be completed so that we are aware of when your child will be absent and how long for. **Holidays taken during term time significantly impact on your Child's progress.** This will also impact on your child's overall attendance and you may receive a fixed penalty notice.
- **Unauthorised absence** can lead to home visits, warning letters, fixed penalty notices, attendance panel or court proceedings.
- Please note that we must be made aware if your child will not be attending school to keep in line with safeguarding procedures. If your child is absent and contact has not been made, **we may refer your child to our Education Welfare Officer or to the Safeguarding Team.**
- As a school, we appreciate your parental support and to reward those students with 100% attendance over a term, and of course you as parents that ensure this, we will place all eligible students in a raffle for a £50 voucher. Each term will be reset to allow students to work towards achieving 100% for the next term.
- To raise awareness and improve attendance, there will be an attendance focus week next week from 11 - 15 February. All students with 100% attendance during this week will be entered into a raffle for a £25 voucher. There will be one winner picked from each year group.

It is hoped that this letter is received with an understanding that at Brownhills we value your child's progress and attainment. We know that to ensure this it must go hand in hand with excellent attendance.

Please contact me at the school if you have any queries.

Yours sincerely

James McGlynn
Assistant Headteacher



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