



ATTENDANCE NEWSLETTER

Working together to achieve excellent attendance

Dear Parents and Carers,

As you are aware, Higham Lane North Academy's attendance target is 97%. This target is set because we know that achieving high levels of attendance is strongly linked to better educational outcomes, improved future earnings, and positive wellbeing.

Where a pupil's attendance falls below this target, you may receive a letter from school. Please be reassured that these letters are completely non-judgemental. They are intended to open a conversation and include a link for you to share information so that we can better understand your child's circumstances and identify how we can support your son or daughter.

If you do receive one of these letters, we kindly ask that you complete the online link, as this helps us to ensure the right support is offered as early as possible.

Although attendance correspondence comes from me, please note that our wider support network may include your child's House Champion, their teachers, our support staff, or our SENDCo, Miss Rounce, where appropriate.

Thank you for your continued support in helping our students attend regularly and thrive at Higham Lane North Academy.

Miss R Charles

**DAYS OFF
COST
GOOD
GRADES**

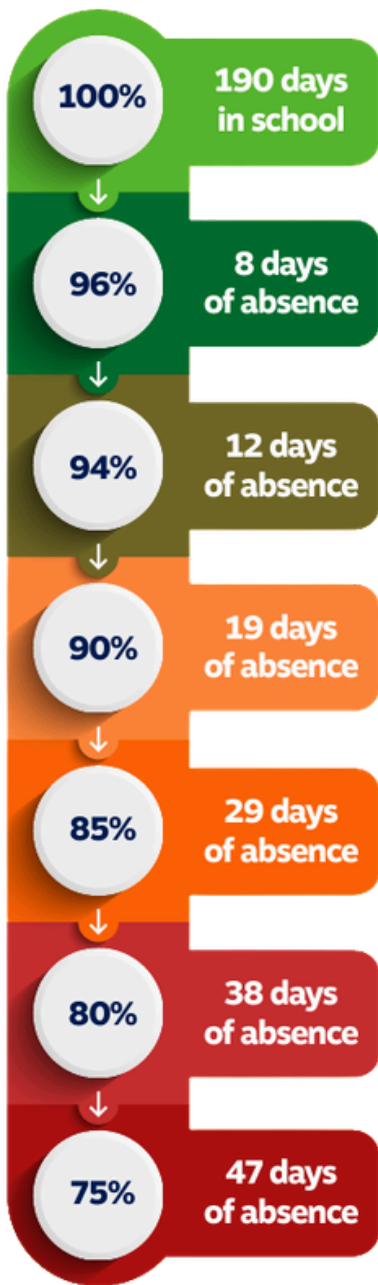
RESEARCH SUGGESTS THAT EACH 17 DAYS MISSED FROM SCHOOL, YOUR GCSE RESULTS WILL GO DOWN ONE GRADE!

Attendance Matters - *Attend Today, Achieve Tomorrow*

A student's attendance will directly affect their achievement in school. Evidence shows that a student's progress and attainment are affected if their attendance falls below 90%, and statistics show that if a student misses just 17 days (34 sessions) of school across their five years, their GCSE attainment is likely to drop by an entire grade. It is important that we help our young people develop the good habits they will need in the workplace.

Warwickshire Attendance Services are clear that parents and carers should not keep children off school unless there is a genuine and unavoidable reason, such as serious illness. Holidays taken during term time, or taking days off for convenience are classed as unauthorised absences. As a parent or carer, you are legally responsible for ensuring that your child attends school regularly and punctually. Where attendance does not improve and absences remain unauthorised, schools are required to work with Warwickshire Attendance Services, which may result in formal intervention. This can include penalty notices or further action under the Education Act. Our aim is always to work in partnership with families to improve attendance and remove barriers, ensuring every student has the best possible chance to succeed.

Understanding your child's attendance



Every week, your child will be informed of their attendance percentage by their House Champion. This is designed to encourage students to take responsibility for their own attendance and to develop independence and positive habits for the future. As a parent or carer, you can view your child's up-to-date attendance at any time via Class Charts. Where a child's attendance falls below 94% they have missed 60 hours of learning. This makes it extremely hard for them to catch up and can affect future earnings.

Where a child's attendance falls below 90% they have missed 95 hours of learning and are now classed as persistently absent.

If your child has achieved attendance of 98% or above, they will be part of our **98% Club** and recognised for their excellent commitment to school. We recognise that some students may be unable to avoid some time off and that is why the benchmark is 98%. Students in the 98% Club will be rewarded in a variety of ways, including attendance badges, raffle tickets, and invitations to special rewards events. These rewards are designed to celebrate consistency, resilience, and the positive habits that support success both in school and beyond.

We also offer personalised attendance targets and rewards, recognising that for some students, medical conditions or individual circumstances may make achieving 98% attendance more challenging.

Medical Evidence-Guidance for parents and carers.

Parents and carers are not expected to provide medical evidence for every illness-related absence. If your child is unwell, you should inform school as soon as possible on the first day of absence, following the school's usual reporting procedures.

However, Warwickshire guidance advises that schools should request medical evidence in certain circumstances, for example:

- If a pupil has frequent or repeated illness-related absences
- If a pupil's attendance has fallen below an expected level (such as approaching or below 90%)
- If there is a longer or continuous period of absence
- To help the school understand how best to support a child with ongoing health needs

This is not to challenge parents, but to ensure that absences are correctly recorded and that appropriate support can be put in place where needed, working in partnership with families.

What counts as medical evidence?

Warwickshire guidance is clear that parents should not request GP "sick notes" for school, as GP practices do not provide them for short-term illness. Schools may accept a range of evidence, including:

- Appointment cards or letters from medical professionals
- Evidence of hospital or specialist appointments
- Proof of prescribed medication