

September 2020

Dear Parent / Carer,

Research commissioned by the Department for Education shows missing college for even one day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At Witchford Village College, our aim is to work with parents/carers to ensure that all our students receive the most from their education and reach their full potential.

Regular attendance is a minimum of 96%; akin to attending 182 of the possible 190 days this year. This would mean having no more than 8 days of absence between now and the end of the academic year in July. A lower attendance impacts outcomes; attend less and you will achieve less.

Attendance information, like exam certificates, travel with your child once they leave Witchford Village College to Further Education, employment or training. It is also an area where statutory Local Authority involvement can be instigated if regular attendance is not maintained and so is very important and must be taken very seriously.

It is important for you as parents/carers to understand the process as this is critical in us working together. Attendance is monitored on a daily basis and we expect every child to attend everyday unless there is a very good reason for their non-attendance. If your child is not at the College, this counts as an absence and will affect their attendance percentage and this includes all medical appointments. Cambridge County Council advise that in an academic year a child should have no more than one to two broken weeks which occurs every time a student is absent and misses a day or part day of lessons. Regular broken weeks are a cause for concern and trigger our attendance monitoring process.

Whilst we understand that sometimes there are very legitimate reasons for your child not attending the College, we ask that you support us and work with us to ensure regular attendance occurs. Please note the three areas below: Reporting; Actions and Support.

**Reporting:**

You must ring the absence line (01353 646416), send a message via Edulink or email the Attendance Officer (studentabsence@wvc.tmet.org.uk) by 8.00am if you know your child is not attending that day stating: name; form; reasons for absence including condition - for example 'ill and with cold' and the expected return date. The College will require this to be done for everyday of the absence.

It is expected that any medical appointments will, wherever possible, be arranged for outside of College hours but where this is not possible, we expect students to attend for part of the day if the appointment is local. Evidence is required to authorise absences due to medical appointments – please forward copies of any medical appointment letters, cards, emails or text messages to the Attendance Officer or via Edulink (studentabsence@wvc.tmet.org.uk).

**Actions:**

Attendance above 98% is Outstanding  
Attendance above 96% is Good  
Attendance above 94% Requires Improvement  
Attendance below 94% is Inadequate

Inadequate attendance is reported in references and may trigger implementation of a staged letter process leading to a fine or prosecution in extreme cases. The Government remains very clear that no child should miss college apart from in exceptional circumstances and colleges must continue to take steps to reduce absence to support children's attainment.

The Local Authority operates a system where the criteria for legal intervention is where students have:

- 6 consecutive sessions or more of term time leave, not authorised by the school (under exceptional circumstances rule)
- Fast track – at least 8 unauthorised sessions over an 8 school week period (minimum 80 sessions)
- 90% and below mostly unauthorised over a longer period (must be more than 8 school weeks)

The intervention could be in the form of a Fixed Penalty Notice or a Court hearing. Any student at Witchford Village College who meets either of the criteria will be referred to the Local Authority for action to be considered.

If a Fixed Penalty Notice is issued it is a fine of £60 per parent per child, which must be paid in one payment within 21 days. If unpaid, a further invoice for £60 per parent per child is issued; both individual invoices would then have to be paid making a total payment of £120 within 28 days. Failure to pay the total amount within the timescale will result in legal action being taken.

Support:

Support is triggered as per the Attendance Policy and includes meetings with the Tutor, House Manager, Head of House, or Assistant Principal for informal discussions with the student and/or parent(s) or meetings that are more formal. These meetings allow College staff and parents to discuss measures that will support the student to attend more frequently.

Any absence from the College will impact on academic progress and therefore it is expected that the work will be completed outside of the normal College hours. For some students, this could be a formal arrangement of "period 6" lessons, at the end of the normal College day, in subject-based intervention sessions.

It is our aim that all absence returns to a pattern of regular attendance as soon as possible and so we ask for your continued help and support in helping us to achieve this aim.

Yours sincerely



Mrs Z Tregear  
Assistant Head Teacher