

Dear Parents / Carers

## **NEW SCHOOL ATTENDANCE PROCEDURES – Traffic Light**

I am writing to inform you of an addition to our procedures for school attendance which will be implemented this academic year. I would be grateful if you could please take the time to read this letter and support us to implement these changes.

Malvin's Close Academy is working closely with the Local Authority in order to improve school attendance and punctuality throughout the school. We recognise the importance of working with parents and carers who have a legal responsibility to ensure their child achieves satisfactory levels of attendance.

- The new procedures are based on traffic lights to create a more simplistic and consistent approach to promoting school attendance.
- Attendance above 96% will be coded '**Green**' (Safety Zone)
- Attendance between 91% and 95% will be coded '**Amber**' (At Risk Zone)
- Attendance below 90% will be coded '**Red**' (Danger Zone)

Those parents whose children fall in the Amber or Red categories will be contacted and their child's attendance will be monitored for 4 school weeks. Those parents whose child's attendance during the monitoring period is not satisfactory will be invited into school for a meeting to discuss concerns and any support that may be offered to support families to improve attendance. If your child falls into the Red zone, there is an increased risk

We recognise that children may have a legitimate reason to be absent from school, and we are also aware that some families face difficulties which may impact on their child's education, therefore the traffic light system has been put in place in an attempt to support families. It aims to highlight concerns at an early stage in an attempt to prevent legal action from being taken against parents who fail to ensure that their child attends school.

We therefore hope that you will continue to support our school by promoting school attendance and by informing us if you feel there are any issues that are preventing your child from attending school regularly.

If you would like to discuss this further, please contact the office on 01670 354082.

Yours sincerely

Mrs J Holmes  
Head of School

