

7 December 2011

Dear Parent/Carer,

Attendance has been a key focus for the Academy over the last few years. We all know that rates of attendance have a direct link to students' attainment; quite simply, if students do not attend regularly, they cannot learn and be successful.

I wanted to take the opportunity to share with you the progress that has been made. Our whole Academy attendance target this year is 95% and, since September, I am pleased to report that we have not fallen below this.

This year has also seen the introduction of a visual system we call the 'Attendance Diamond':



This is found in every classroom and each week the students track their attendance against the colour according to their total attendance %. This has certainly had an impact showing and reminding the students of their weekly and cumulative attendance. Students are then able to discuss where they are on the diamond and what they need to do to raise their attendance.

Principal - Mr David Millar  
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There have been some operational changes that have also taken place. Mrs J Hackett is our Educational Welfare Officer who along with Mrs C Millard carries out thorough checks and tracks absence patterns, involving parents and carers in meetings where there is a need.

If for any reason you should need to contact them, their email addresses are: [carole.millard@oasiscoulsdon.org](mailto:carole.millard@oasiscoulsdon.org) or [jill.hackett@oasiscoulsdon.org](mailto:jill.hackett@oasiscoulsdon.org) .

We have also made some minor changes to the Attendance Policy which can be found on the Academy website under 'Policy Documents'. Please take the opportunity to read this, raising any queries with Mrs Millard, Mrs Hackett or me.

In order to maintain this good start and achieve our attendance target for the year, we would ask that you monitor carefully your child's attendance. Through the cold months students can be vulnerable and we recognise that many will pick up colds and flu but we would ask you to only keep them off school if they are really unwell and unable to complete a day's education.

You may also be thinking of booking your family holidays. I must remind you that the Academy does not allow students to take holiday during term time and any such absences will be counted as unauthorised. In exceptional circumstances parents can apply to the Principal, Mr D Millar, for authorisation of the absence.

I remind you that we break up for the Christmas holidays at 12:30pm on December 20<sup>th</sup> and require students to attend the Academy as normal on that day.

Yours sincerely,



A Booth  
Deputy Principal