

Dear Parent/Guardian

If you are receiving this letter, it is because your child has fallen below 92% after the first half term. As I am sure you will agree, it is very important that students maintain regular school attendance as any absences may interrupt their academic progress. Whilst we realise that your child may have been off for valid and unavoidable reasons, we still think it is important that you are fully aware of their overall attendance resulting from any absences.

As you can see from research findings below provided by the DFE, good attendance improves a student's chances of achieving in school.

- Students who miss 17 days in a school year are likely to drop at least one GCSE grade.
- Students who have 25-30 days off in a school year have less than 50% chance of achieving 5+ GCSE's grade 9 - 4 (A* - C)
- At 95% attendance a student will miss 10 weeks of school over the years 7 - 11
- 95% equals 9 days of absence which means 50 lessons missed

Students' attendance will be closely monitored throughout the year and we anticipate that it will significantly improve.

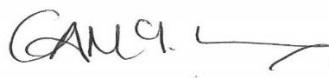
As a parent you are legally responsible for ensuring your child's regular attendance at school and failure to do so could lead to legal action being taken under Section 444 of the Education Act 1996. You may be aware that West Sussex County Council is able to issue Fixed Penalty Notices to parents of pupils who have 5 or more unauthorised days (10 sessions) absence in an identified period (10 weeks). The 10 sessions can be made up of a mixture of absences and lates.

If you wish to discuss this matter further, please do not hesitate to contact me at the college.

Yours sincerely

A Singleton

Mrs A Singleton
Student Support Coordinator &
Attendance



Mrs C Mciver-Wren
Deputy Headteacher