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Executive Headteacher
Mrs F Harrison

www.saviosalesiancollege.com

Dear Parent/Carer

I am writing to inform you that we have revised our procedures and will be working with parents and carers and the Education Welfare Service to improve attendance and punctuality at Savio Salesian College. This is because research has shown regular attendance and good punctuality are crucial factors in children achieving their full potential. At Savio Salesian College we are committed to providing a full and efficient education to all, and encouraging our students to strive for excellence. Therefore, for a child to reach their full educational achievement, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends the College every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at the College.

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| Green Group | No Concern The child attends between 97% - 100% of the time. |
| Yellow Group | Concern The child attends between 95% - 96.9% of the time. |
| Amber Group | Risk of Underachievement The child attends between 93% - 94.9% of the time. |
| Pink Group | Severe Risk of Underachievement The child attends between 90% - 92.9% of the time. |
| Red Group | Extreme Concern The child attends less than 89.9% of the time. |

The target attendance figure for all students is **100%**. Based on current attendance figures your child will be placed in one of the following groups above. Your child will be informed of their attendance group.

Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning, and achieve their full potential here at Savio Salesian College. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn.
- Ensure the College has up to date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the College. This ensures that we can contact you about your child, and also can contact you in an emergency situation.
- If your child is ill, contact the College. Please make sure you phone the College every day your child is absent.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the College is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside school time. If this is not possible, your child needs to register at the College before they are taken to the medical appointment. We will need to see medical evidence upon return.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- Holidays should not be taken in term time. Holidays will not be authorised unless the circumstance is exceptional, and may result in a fixed penalty notice.
- Respond to College letters or telephone calls regarding attendance and punctuality.
- Speak to your child's Tutor or Head of Year if you are experiencing difficulty in getting your child into the College.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at the College.

Yours sincerely,

Mrs J Chandler

Mrs. J Chandler
Assistant Headteacher