

Summer 2019

Dear Parent/ Carer,

### **Attendance at Beacon High**

I am writing to remind you about the importance of good attendance and punctuality. Our attendance has greatly improved over the last few years and as a school we take attendance very seriously.

Days off school soon add up, missing lessons makes it hard to catch up and students have to work harder when they come back. Some of you will see your child with certificates for 100% attendance; these are awarded at achievement assemblies every half term.

It may be useful for you to know what attendance figures mean for your child: -

98% → 100% = Excellent

96% → 98% = Good

94% → 96% = Average

92% → 94% = Below Average / Low

90% → 92% = Exceptionally Low

Under 90% = Persistent Absentee

If your child's attendance falls below 93% it triggers a cause for concern, if it falls to 90% it triggers interventions by the Access and Engagement Service. If these interventions do not improve attendance, then further action can be taken resulting in a possible court case.

Please help your child to maintain good attendance by booking doctor, dentist, optician appointments and shopping trips either in the school holidays, in the afternoon after school or at weekends.

**Holidays during term time will not be authorised.** Any requests for absence should be put in writing to the Headteacher.

Our minimum attendance target for students is 96%. If your child is absent from school for whatever reason, **please call** the school. When your child returns to school, please give them a note and the appointment card/ hospital letter to evidence appointments.

I hope you will support us in maintaining good attendance, if you wish to discuss anything related to attendance and punctuality, please contact Kate Mackmurdie the school Attendance Officer on 020 7689 1468.

Yours faithfully,



Mr A Streeter  
Headteacher