



# CROOKHORN COLLEGE

Dear Parent/Guardian

I am writing to you regarding attendance. The Government expects pupils to attend college every day for the entire duration of the academic year, unless there is an exceptional reason for the absence.

Government Figures show that 73% of students with 95% attendance achieve higher grades at GCSE including English and maths, BUT ONLY 35% of students with 80-90% attendance achieve this.

If your child is not going to be in college it is essential that you contact us every day of their absence, preferably by 8.50am on the dedicated absence line. Conditions such as headaches, colds, sore throats, minor injuries, do not require time off college. If your child has injured themselves, we can accommodate them in college. We appreciate that sometimes children are unwell, but we ask that you think carefully about keeping your child off.

If a student is absent for 5 days or more, medical evidence must be provided. If this is not received, the absence will be unauthorised, and you will be at risk of receiving a fixed penalty notice.

Parents and the college share the responsibility for supporting and promoting an excellent attendance and punctuality for all. Employers and other reference seekers value attendance and punctuality as an indicator of reliability.

We consider the table below to be a useful guide to interpreting attendance figures for individual students.

100% Attendance	Outstanding	Best chance of success
98% Attendance	Good	Very good chance of meeting at least expected grades
95% Attendance	Requires Improvement	Less chance of success – 50 hours of lessons missed per year
90% Attendance	Serious Concern	Less than 50% chance of achieving expected grades – 95 hours of lessons missed
Below 90% Attendance	Unacceptable	Less than 30% chance of achieving expected grades – 145 hours of lessons missed

We hope that you appreciate how crucial good attendance is to your child's progress, achievement and life opportunities.

If you feel there is anything we can do to support you or your child, or would like to discuss this matter further, please do not hesitate to contact your child's Head of House.

Thank you for your continued support.

Yours sincerely

Mrs S Bennett  
Headteacher