

16<sup>th</sup> July 2018

Dear Parent and Families,

### **RE: Improving Attendance at Rye College**

I am pleased to let you know that following our campaign to increase attendance that was launched in the autumn term the academy's overall attendance has risen by 2.5%. I want to thank all the parents and families who have responded so positively when we have challenged absences from college with conversations, telephone calls and meetings. Many students have improved their attendance dramatically and we were able to award over 200 certificates for 100% attendance last term and awarded with prizes.

As we start to plan for the next academic year, we expect overall attendance to rise above 96%. The target attendance figure for all individual students is 100%. If your child is below 96% attendance, this will continue to be monitored from the start of September 2018.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning and achieve their full potential here at Rye 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. The autumn term begins on Tuesday, 4th September for Years 7 to 11. 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;
- 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 get in touch with you in an emergency situation;
- If your child is too ill to attend, contact [studentabsence@ryeacademytrust.org](mailto:studentabsence@ryeacademytrust.org) or 01797 222545 before 9.00am at the latest. Please make sure you telephone the College every day your child is absent;
- If no contact is received regarding the absence, it will be 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 or they are absent for a period of longer than three days;
- Ensure that routine medical appointments are made outside of College time. If this is not possible, your child needs to register at the college before your child is taken to the medical appointment and then return to the college for the remainder of the day. 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;
- Respond to the College's letters or telephone calls regarding attendance and punctuality;
- Check the college website for our term dates and training days;
- Speak to your child's tutor or attendance officer if you are experiencing difficulty in getting your child into the college. We are here to help!

It will help your child tremendously to get off to a good start with attendance in September. Please ensure your child is here from day one and that any minor obstacles do not become a reason for absence in the first few weeks. Patterns established at the start of the year quickly become set, so please help your child to get off to a flying start so they can achieve their best in 2018-2019.

Yours faithfully,  
**Melissa Anderson**  
Attendance Manager