



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

Lode Road, Bottisham
Cambridge CB25 9DL
Tel: 01223 811250
www.bottishamvc.org
enquiries@bottishamvc.org



DF/bg

16 September 2022

Dear Parents and Carers

As we move into a new academic year, with the pandemic impacting less on our lives, we feel it is important to remind students, parents, and staff, of the importance of attendance and our process for reporting a student's absence.

Attend Today, Achieve Tomorrow

Educational research undertaken on attendance, clearly shows that good school attendance has a positive impact on the academic achievement of pupils. An excellent record of attendance is therefore essential for children to make the best progress in their academic, social and emotional development. Bottisham Village College, in recent years, has worked hard developing our curriculum, ensuring learning is appropriately sequenced and our teachers are using the best available strategies within the classroom. Staff find that longer-term or sporadic absence from school is disruptive for the children, as they miss vital building blocks to support their next stages in learning. It can be difficult for students to catch up on any missed learning, and they can often feel quite overwhelmed.

The vast majority of our students have good attendance, above 95%. All schools will have a small number of students with lower attendance for genuine medical reasons. In these circumstances, it is essential that bespoke plans are generated to support these children manage their learning. The right-hand graph below illustrates the link between the student's attendance and their progress score.

Students who attend school well, on the whole, make excellent progress.

To ensure we are giving all students, the best chance of fulfilling their potential, we have given nearly all students a target of **96%**.

Procedure for reporting an absence

Absences will only be authorised if they are caused by genuine illness or by 'exceptional circumstances'. In the case of illness, school may ask parents/carers to produce a doctor's note, especially in the case of extended or regular absence. Any application for term-time absences caused by exceptional circumstances must be made in writing to the Principal at least four weeks prior to the event if possible. The application will be considered by the Principal and the response given as soon as possible.

If your child is too ill to come to school, it is essential that we are alerted before 8.00am in the morning. This allows us to update our attendance records and ensure we can accurately account for every student attending and are in a position to quickly take action if a child goes missing. The contact number for reporting absence is **01223 811250 option 1, option 1**. You can also email enquiries@bottishamvc.org

Yours sincerely

Dominic Fullman
Deputy Principal

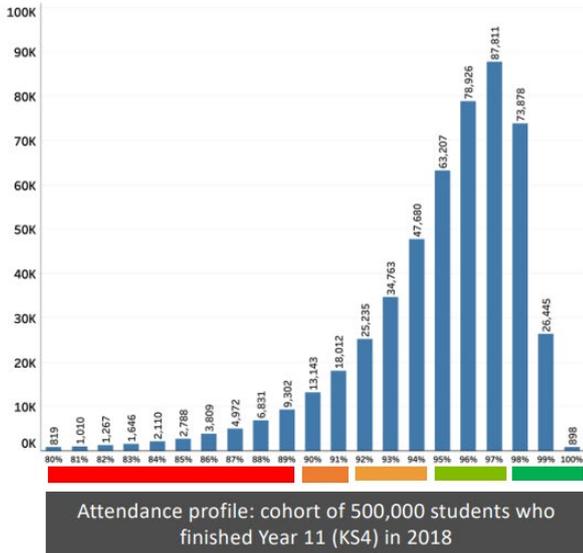


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Source: FFT Aspire

Graph 1:

The vast majority of students have attendance above 95%

Graph 2:

Nationally, students with high levels of attendance make good academic progress