



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



IA/bg

September 2023

Dear Parent/Carer

Attendance

Summary of Actions	Deadline
For Information Purposes	N/A

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.

That the vast majority of 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 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 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.



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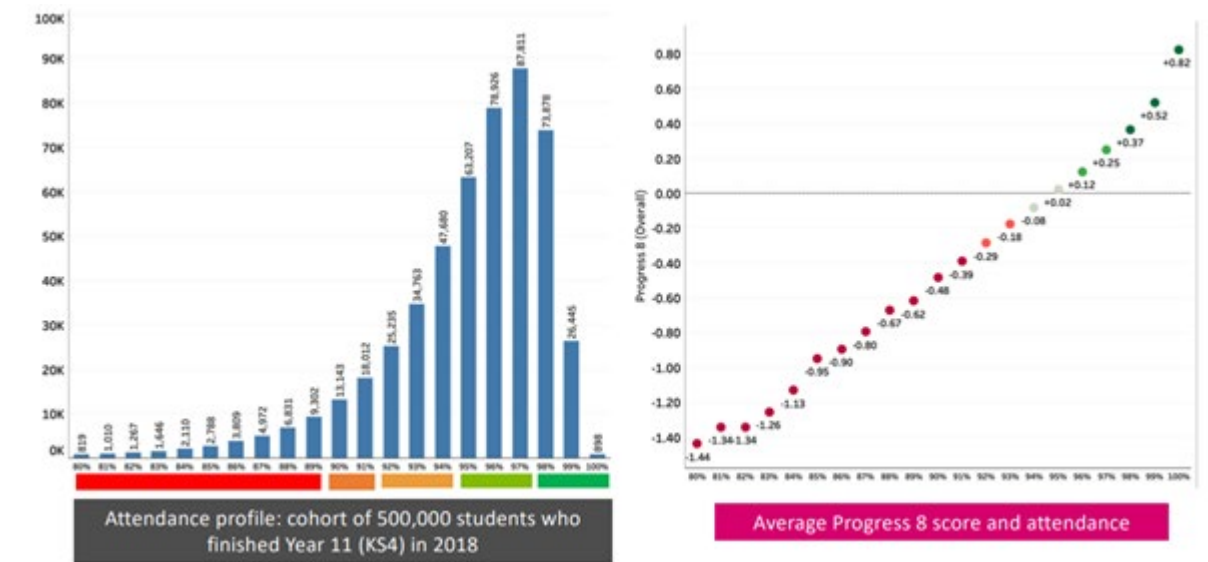
It can be tricky deciding whether to keep your child off school when they're unwell. The NHS has published guidelines to support parents make this decision, which can be found by following the link: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk)

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 able to quickly act if a child goes missing. The best way to register your child's absence, is via the Class Charts system or through the Class Charts app. Alternatively, you can leave a message on our absence line (01223 811250)

Yours Sincerely

Mrs I Axton
Assistant Principal

Attendance Data



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.



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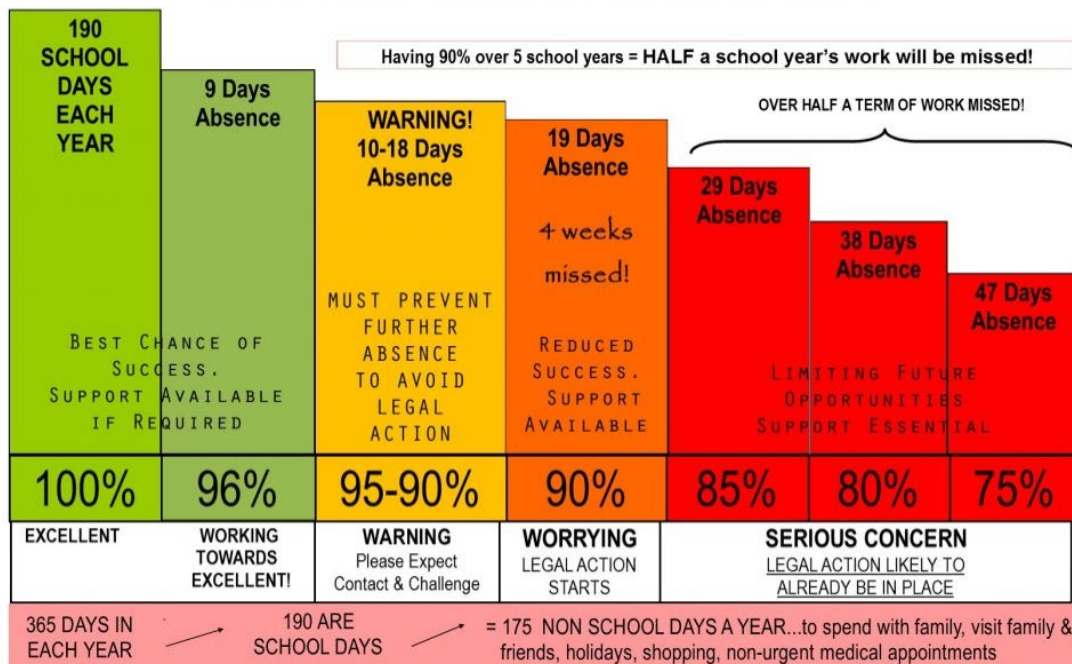
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Using Class Charts to Report an Absence

Class Charts now allows parents to report their child absent from school via their **Class Charts account**. This can be done via the website or via the Class Charts iOS or Android app. Attendance staff are able to see at a glance the pupils that are absent today and their reasons. Staff are able to acknowledge the absence to the parent and directly message the parent.



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Ack to parent/carer



Pupil

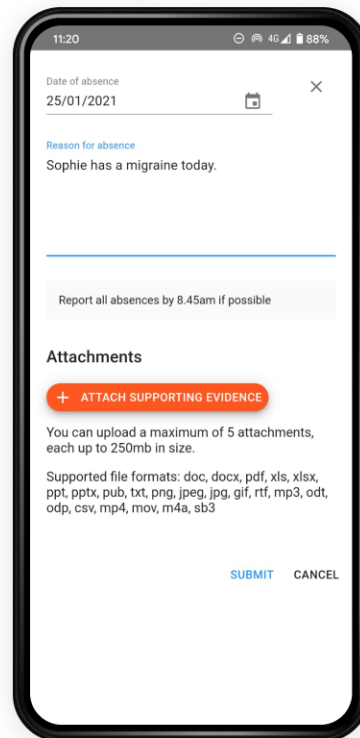
Sophie

Reason for absence

Sophie has a
migraine today.

Attendance

Set



If you have not downloaded the Class Charts app, you can download Class Charts at the Google Play Store or the Apple App Store. Or you can create an account via any browser on a PC or Mac by navigating to - <https://www.classcharts.com/parent/login>