



ATTENDANCE MATTERS – Every student, Every day

Dear Parents/Guardians,

Welcome to the 2022-23 academic school year at Royal Wootton Bassett Academy.

As we begin the new year, we would like to highlight that attendance is an essential component to the student's personal growth and academic success. We understand that there are a variety of reasons for school absence, from medical appointments to health and wellbeing concerns. We understand and are here to provide support and guidance to overcome these situations. Please do get in contact with your year team to discuss any further concerns.

Often, student absences can accumulate without realising. We need to ensure that unnecessary absences are challenged, as the negative impact on a student's learning can be significant. Below provides attendance percentage to days missed and the impact for you to consider:

100%-98% - Outstanding, will achieve highly

96%-98% - Up to 3 school days missed a year, could have an impact on achievement

94%-96% - Up to 8 school days missed a year, could have a serious impact on achievement

90%-94% - Up to 18 school days missed a year, could have a serious impact on achievement

Attendance matters and we would like to see all our students in school on time and ready to learn, every day. As a school it is a legal requirement to monitor, support and challenge attendance. As a parent it is a legal/duty of care to send your child to school regularly, where they are of compulsory school age. Let's work together to make sure that your child has great attendance and achieves the most out of their learning opportunities and journeys to success.

Our promise to you...

- Maintain accurate daily registers.
- Notify parents/guardians of non-attendance where no reason has been provided.
- Promote, encourage and educate the importance of good attendance.
- Monitor students' attendance, challenge and provide early intervention to improve attendance.
- Identify barriers, provide support and signposting where needed.

- Maintain open communication with students, parents/guardians.

What we need from you, the parents/guardians...

- Encourage your child to attend school, on time daily.
- Send your child to school unless they are truly ill. If unable to attend school you MUST email abs@rwba.org.uk by 8.30am, providing daily updates with the following:
 - Child's full name
 - Year and tutor group
 - Details/reasoning for absence – Providing us with detailed reasoning of absence allows us to monitor specific illness throughout the school.
- Avoid appointments and travel during term times.
- Keep track of your child's attendance through Parent Portal.
- Communicate with the school and work together to support your child.

What we need from the student...

- Arrive to school on time and be ready to learn daily.
- Strive to achieve 100% attendance.
- Speak out and ask for support if needed.
- If absent and homework is set, please speak with your teacher once you return.

We all play a vital role in the success for our students. If you have any concerns to discuss further, please contact your child's Tutor, Head of Year or Student Manager.

We thank you in advance for your support.

Yours sincerely

Clare Fisher

Careers and Attendance Officer
Email: cfisher@rwba.org.uk
Tel: 01793 841900

Mari Roberts

Deputy Head Teacher
Behaviour and Safeguarding