

Connection Letter-Step 0

Dear **salutation**

Re: «**forename**» «**surname**», «**year/reg**»

I hope your child has been enjoying their time back in school since September.

Please can I take this opportunity to say how proud I am of how the students have returned to school after the summer break and settled into their new routines. If there are any concerns or worries that you or your child have, please do not hesitate to contact me either via phone or email to discuss these, so we can ensure support is put in place. You can also sign up for a school connection conversation on fortnightly on Mondays. Follow this link to book [SchoolCloud - Southam College](#).

Attendance in school is crucial for all students. As a school, our expectation is that all students strive to ensure they have **no more than 3 school days missed a year** (6 sessions). «**forename**» has already had two days missed this term. Statistics show us that students with no absences at all are twice as likely to gain 5 GCSES Grades 9-5.

However, I fully appreciate there are times when your child may need to be absent from school. When this is the case please ensure you contact the school to report the absence each day. Details of how to do this can be found on the attendance section of our website. When absences are related to medical appointments we would encourage that, if they must take place in the school day, students do still come to school before and after their appointment, where possible, in order to avoid as much missed learning time as possible.

An attendance of 90% or below is recognised as Persistently Absence (PA) and equates to an average of one school day missed per fortnight, which over a school year would equate to **19 days missed** or 100 lessons missed.

We hope «**forename**» continues to be successful and I wish them a successful year ahead.

Yours sincerely

Mr J Miller
Deputy Headteacher
Enc Registration Certificate