

Connection Letter-Step 2

Dear **salutation**

Re: «forename» «surname», «year/reg»

Following my previous letter sent on **INSERT DATE**, I have reviewed «Forename»'s attendance and as you will see from the enclosed Registration Certificate, there has not been a sustained improvement in «his/her» overall attendance. FORENAME has missed XXX days so far this year which is below our minimum expectation of **no more than three school days** missed per year.

At this stage we will be arranging *INSERT CHOICE in order to support you in ensuring that FORENAME's attendance begins to improve.

- *a meeting to talk about the current barriers to attendance and put in a support plan
- *a meeting to initiate an early help assessment
- *a Motivational Interview
- *an Internal Target
- *a Head of Year connection meeting/phonecall
- *an attendance contract

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 roughly **19 days absent** or 100 lessons missed.

Students with no absences over the school year are 2.2 times more likely to achieve 5+ GCSEs at Grades 9-5. Every day and every lesson really does matter.

If you require any further clarification regarding school attendance, please read our Attendance Policy which is available on the school's website and if you would like to discuss the reasons for your child's absence or you have any questions or concerns then please **book on to our fortnightly connection calls using the following link** <https://southamcollege.schoolcloud.co.uk/>.

We are here to help and support.

Yours sincerely

Mr J Miller
Deputy Headteacher

Enc Registration Certificate