

## Connection Letter-Step 1

Dear **salutation**

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

Please find enclosed a copy of **FORENAME's** Registration Certificate. **FORENAME's** has currently had \_\_ day's of absence so far this year.

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

**FORENAME's** tutor will be discussing their attendance with them to establish if there are any additional concerns that the school could support with, or alternatively if there is anything you would like to talk through with us, then please do not hesitate to contact me directly or alternatively book on to our fortnightly connection calls via link <https://southamcollege.schoolcloud.co.uk/>.

Yours sincerely

**Mr J Miller**  
**Deputy Headteacher**

Enc Registration Certificate