

September 2015

Headteacher: Mr S Woods

Upper Shirley High School
Bellemoor Road
Shirley
Southampton
SO15 7QU

Dear Parent/Guardian,

At Upper Shirley High, we continue to develop effective strategies to work with our students and families to achieve the highest level of attendance. A missed school day is a lost opportunity to learn and succeed and we want to work in partnership with all our students and their families to achieve our very best. At regular intervals across the academic year, your son or daughter will hear that their attendance has a particular colour. These groupings are outlined below and are used to help us identify any issues that may be emerging for individual students. As a result of this monitoring, we will be able to implement support where appropriate.

Group 1: No Concern - Green Group

The child attends for 97% - 100% of the time.

Group 2: Concern - Yellow Group

The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement – Amber Group

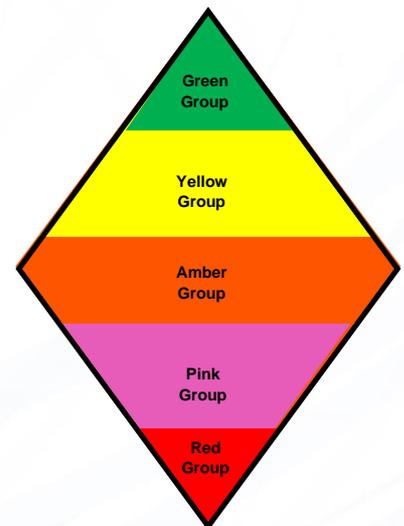
The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement – Pink Group

The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement – Red Group

The child attends for 0% - 89.9% of the time.



There are a number of important steps that you can take to ensure your son or daughter maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. Tutor time begins at **8.30am**.
- Ensure the school has up to date addresses and telephone numbers. We will contact you by text, through email or by telephone if your child is

absent and you have not contacted the school. This ensures that truancy is quickly identified.

- If your child is ill, contact Alison Small, Attendance Officer on telephone number 023 80 522721, Email address Alison.small@ushschool.org. or Text 07860005066 and provide an explanatory note on their return to school. Please make sure you telephone school every day your child is absent.
- If you wish to check that your child has arrived at school contact Alison Small our Attendance Officer in the school office on telephone number 023 80 522721, Email address Alison.small@ushschool.org. She will inform you if your child has been registered.
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Holidays should not be taken in school time. Holidays will not be authorised during term time. If leave is taken further to our decline of your request, the absence will be marked as unauthorised. The School Attendance Policy dictates that you may therefore be subject to a Penalty Notice, which currently incurs a monetary fine of £60 issued to each parent/guardian of the child.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact your child's teacher if you are experiencing difficulty in getting your child into school.

Regular attendance is not just a legal requirement, but it is vital for students to maximize their learning, and achieve their full potential at Upper Shirley High School and we thank you in advance for your support.

Yours sincerely,

Maxine Fox
Guidance and Achievement Coordinator