



Broken Weeks school absence

Dear parent/carer,

Many thanks for your continued support with your child's attendance, especially at this time of year. We are fully aware in school of the link between good attendance to school and good results at GCSE; being in is the first step your child makes on that path. We strive for students to ensure they have above 96% attendance as an absolute minimum, and actively encourage all students to aim for 100%.

As sickness usually occurs in blocks over a continuous period with a reasonable explanation, we look closely at what are known as 'broken weeks'. This is where a student is marked absent on one or more occasions over periods of time, leading to a week not being completed. Students should not have more than one or two broken weeks over the course of the academic year.

It is possible for students who may appear to have good attendance, but who regularly miss the odd day here or there, to have enough absence by the end of the year for it to significantly impact their attendance figures. Broken weeks can lead to lost learning and also gaps in learning as topics move on; but are also an indication of other concerns such as struggling in a particular subject, not completing homework or wider anxieties about school life.

If we become concerned about the number of broken weeks, even if attendance figures appear to be good, we will contact you to let you know the number your child has amassed and invite you to contact us with ways in which we can support you to improve the pattern of attendance. I will be writing letters individually over the next two weeks of term. If you have read this and have any concerns, please do not hesitate to contact me.

Kind regards,

Tom Pearson

Achievement Coordinator

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