

21 September 2023

Dear Parent/carer

### **Attendance and Truancy**

At Medina College we strongly believe that every student has the best quality of education they can access. To ensure this happens, students need to be in school as much as possible. Good attendance is considered 95% which equates to 9 days off school a year. When in school, students are required to be in all lessons. Attendance at school and in lessons is a requirement by law and failure to follow this can result in a fine imposed by the local authority.

To reinforce how we will support good attendance and deter against truancy, can I draw your attention to the following measures.

#### **Incentives:**

- 1) Top attendance certificates given out in assembly
- 2) Weekly in app messages sent home to students with 100% attendance in previous week
- 3) Attendance review sessions during tutor time in week four of each half term
- 4) Hot Chocolate Friday for students with top attendance
- 5) Positive report card for students who truant

#### **Consequences:**

- 1) Late and truancy after school detentions
- 2) First attendance warning letter sent home if a student's attendance falls below 95%
- 3) Second attendance warning letter sent home and parents invited into school if attendance falls below 90%
- 4) More than two instances of truancy - parents spoken to by the Head of Year
- 5) More than five instances of truancy - parents invited into school to meet with Head of School
- 6) More than five instances of truancy will see students not able to participate in any school clubs, competitions, school productions and Year 11 Prom. If, however, students have four consecutive weeks of no truancy, these privileges will then be reinstated.

I very much hope that we can work together to ensure that the students in our community are set up to have the best life chances. This will be achieved by students being in school and in their classrooms learning.

If you do have any questions or concerns, please do not hesitate to contact us.

Yours faithfully



Mr P Pearce-Jones  
Headteacher