

# LADY HAWKINS' SCHOOL & SIXTH FORM

KINGTON HEREFORDSHIRE HR5 3AR

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Our Ref: PD/PJ

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Dear Parent/Carer,

As I am sure that you are aware, there is a strong link between attendance and academic performance in schools. Our performance figures for last academic year show that standards are rising and that we are out performing several other local secondary schools. The attendance figures at Lady Hawkins' school have always been good and compare well with schools nationally. I am sure that we can continue to rely on your support and help in encouraging your child to attend school and I understand that there are occasions when this is not possible. This is such an important issue however; we have decided to put in place additional measures to ensure that we are working as a team to address issues before they become a serious concern.

Attendance has always been carefully monitored at LHS and this will continue on a weekly basis, with a graph for each year group displayed in school and Heads of Year kept informed. The attendance of individuals will be reviewed on an 8 week rolling basis and we will write to you to let you know if your child's attendance drops below 90%, the equivalent of missing one day every two weeks. In most cases this letter alone will bring the matter to the attention of everyone and result in an improvement in the situation.

Should there be no change in the situation however, we would like to take the opportunity to invite you into school for an attendance improvement meeting (AIM), to understand any issues which are preventing your child from attending school and to work together to find a solution. In my experience, such meetings can help to improve the situation in the majority of cases. In a small minority however this is not the case and the school reserves the right to put in place the Herefordshire arrangements for the use of fixed penalty notifications in the case of persistent unauthorised absences.

The vast majority of our pupils have excellent attendance records and we will be rewarding them for this at various points during the year. I know how hard it can be to get children to school at times and I thank you for your on-going support.

Yours faithfully,

Mr P Jennings  
Headteacher