



Attendance Newsletter

Attendance Matters, Every Day

Dear Parent/Carers,

This is a general letter informing you about attendance. We wish to work with you and offer help and support, if needed, to help your child attend school.

It is vital that all students have excellent attendance at The Newbridge School. Research shows that even a few days of absence can have a negative impact on students' performance. Here at The Newbridge School we are committed to working with students and parents/carers to achieve our target attendance target of **96.5%**. The Newbridge School operates the following attendance grid when reporting to parents/carers:

98% and above	Excellent
96-97.9%	Good
95-95.9%	Satisfactory
90-94.9%	Cause for Concern
Below 90%	Unacceptable

If at any point you have a concern, query or your child cannot attend school please contact our friendly attendance team so we can help and support you.

Attendance Expectations

- The Newbridge school day begins at **8.35am** and all students are expected to be in school by this time, regardless of the distance they may have to travel. Students are required to be in their designated line up area at 8:35am to meet their tutor.
- Students who arrive after 8.40am, must sign in at main reception. If a student is late, they will be issued with a C2 which incurs a 45 minute detention.
- The Newbridge School requests that Parents/Carers contact the school by 8.30am to let us know if their child is going to be absent. Please give specific details as to the nature of your child's absence to ensure they are coded correctly.



THE NEWBRIDGE SCHOOL

Lionheart Educational Trust

The Newbridge School
Forest Road, Coalville, Leicestershire, LE67 3SJ

01530 831 561
info@newbridge.org.uk
www.newbridge.org.uk

Executive Principal Julia Patrick
Co-Heads of School Mike Gamble & Mick Rowbottom

- The Newbridge School operates the Truancy Call System to notify parents/carers if their child has not arrived at school or to lessons.
- Parents/Carers can help by notifying us in advance about planned absences, and arrange medical or dental appointments outside the school day, where possible.
- Parents/Carers are strongly advised to avoid taking their children on holiday during term time and requests during term time will not be authorised. In exceptional circumstances, written requests for extended leave should be made in advance to the Heads of School. Please be aware that there are assessments and trial exams throughout the academic year for all year groups.

Attendance Emphasis

Tutors, Heads of Year, Senior Leaders and members of the Pastoral Team regularly hold Attendance Matters conversations with students so that they realise the importance of high levels of attendance.

Students and Parents/Carers are actively encouraged to keep track of students' attendance through Beehive.

Please see the chart below which shows how absences impact attendance:

Every School Day Counts			
Attendance during the school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
97%	6 days	1 week	36 lessons
94%	10 days	2 weeks	72 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
75%	48 days	10 weeks	300 lessons
70%	57 days	11.5 weeks	360 lessons
65%	67 days	13.5 weeks	420 lessons

Regular attendance at school is the most important factor in a young person reaching their full potential.

Please be aware that if a student misses half a day by the 30th of September 2022 they will have 97% attendance, which is The Newbridge School attendance target. If they have missed 1 day they will have 95% attendance.



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Attendance Rewards

Here at The Newbridge School, we reward students who have excellent attendance. We have Bronze, Silver and Gold 100% Attendance Awards that students can achieve throughout the year:

- **100% Attendance Bronze Award:** this is achieved by having 100% attendance from the beginning of the academic year to the end of Autumn Term.
- **100% Attendance Silver Award:** This is achieved by having 100% attendance from the beginning of the academic year to the end of Spring Term.
- **100% Attendance Gold Award:** This is achieved by having 100% attendance from the beginning of the academic year to the end of the Summer Term (end of Year).

These are awarded through certificates and badges. Students can wear their badges on their blazers to show their achievement.

In addition to the Bronze, Silver and Gold Awards, there are further termly and end of year rewards. At the end of each term, those students who have achieved 100% Attendance for that term will be entered into a termly prize draw to win vouchers. As well as this, students who have achieved 100% Attendance at the end of the year will have the opportunity to win an extravagant prize which will be advertised shortly.

Attendance Team Contact Information

If there are any circumstances which might affect your child's attendance, or you have any queries, please contact the Attendance Team on the contact details below:

All School Years		
Please	Gemma Davies Attendance & Medical Officer	Telephone: 01530 831561 ext 4128 Email: gemma.davies@newbridge.org.uk
	Emily Stafford Attendance Admin Assistant	Telephone: 01530 831561 ext 4112 Email: emily.stafford@newbridge.org.uk
	Rebecca Knaggs Deputy Head of School & DSL	Telephone: 01530 831561 Email: Rebecca.Knaggs@newbridge.org.uk

find

attached to this newsletter a copy of The Newbridge School's attendance policy.

We look forward to working with you this academic year.

Best Wishes,

The Newbridge Attendance Team