



## Important Changes to How School Monitors Attendance

Dear Parents/Carers,

I wanted to inform you on some changes in the way we are reporting students' attendance to school. Previously we have merely looked at a student's attendance in terms of the % of days attended so far. On review, we feel this can often be misleading and does not reflect true patterns of attendance.

Moving forward we will be looking at 2 separate things

- Days of absence – so the today number of days a child is absent from school.
- Spells of absence – the number of separate periods of absence related to a student.

To give you an illustration of this, please read the following examples

STUDENT 1

	Monday	Tuesday	Wednesday	Thursday	Friday
week 1	present	ABSENT	present	present	present
week 2	ABSENT	ABSENT	present	present	present
week 3	present	present	present	present	present
week 4	present	present	present	present	present

If you look **at student 1** – at the end of week 4 they will have

- 3 days of absence
- 2 spells of absence

STUDENT 2

	Monday	Tuesday	Wednesday	Thursday	Friday
week 1	present	present	present	present	present
week 2	ABSENT	ABSENT	ABSENT	present	present
week 3	present	present	present	present	present
week 4	present	present	present	present	present

In comparison to student 1, student 2 has still had **3 days of absence** but **just 1 spell of absence**

By changing the way we report attendance, we feel more able to support students who have regular time away from school and act more quickly to help parents to improve their child's attendance.

## 14 Day Challenge

From Monday, as a further incentive and reward for students who attend 100% over the last 14 days of term, we are running a special challenge with prizes to be won.

How it will work is that student will receive a booklet that looks a little bit like this:

To complete the challenge students must achieve the following:

- Attend every day from Monday 7<sup>th</sup> Oct to Friday 25<sup>th</sup> Oct (excl Inset day on 11<sup>th</sup> Oct)
- Have a sticker & tutor signature for each of the 14 days

On the final day, students with a full booklet can choose to enter 1 of 3 different prize draws.

### PRIZE DRAW 1

Enter to win £50 Amazon Voucher (2 winners)

### PRIZE DRAW 2

Enter to win £10 credit to spend at the rewards shop (5 winners)

### PRIZE DRAW 3

Enter to get out of lesson to watch a film P5 on Friday 25<sup>th</sup> Oct (125 winners)

ATTENDANCE 14 Day Challenge				
Day 1: 7 <sup>th</sup> October ● M.Hamer	Day 2: 8 <sup>th</sup> October ● M.Hamer	Day 3: 9 <sup>th</sup> October ● M.Hamer	Day 4: 10 <sup>th</sup> October ● M.Hamer	INSET
Day 5: 14 <sup>th</sup> October ● M.Hamer	Day 6: 15 <sup>th</sup> October ● M.Hamer	Day 7: 16 <sup>th</sup> October ● M.Hamer	Day 8: 17 <sup>th</sup> October ● M.Hamer	Day 9: 18 <sup>th</sup> October ● M.Hamer
Day 10: 21 <sup>st</sup> October ● M.Hamer	Day 11: 22 <sup>nd</sup> October ● M.Hamer	Day 12: 23 <sup>rd</sup> October ● M.Hamer	Day 13: 24 <sup>th</sup> October ● M.Hamer	Day 14: 25 <sup>th</sup> October ● M.Hamer

Please encourage your child to take part in the challenge. School attendance has such a huge impact on a student's social and mental welfare as well as academic achievements and we want to ensure we are working with you to ensure that each child is attending as much as possible.

More information will be shared with you about the Rewards Shop and how students can earn credit rewards to purchase items of their choice.

If you have any further questions or queries regarding attendance, you can contact our attendance team on [attendance@medenschool.co.uk](mailto:attendance@medenschool.co.uk)

Kind regards



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