



## Improving attendance at The Linden Academy

At The Linden Academy we believe that for our pupils to gain the greatest benefits from their education, it is vital that they attend regularly. Our pupils should attend school and be on time, every day the Academy opens unless the reason for absence is absolutely unavoidable. It is very important that families recognise their responsibility to ensure that their child attends school regularly and on time. 97% attendance is a realistic and achievable target for all pupils: this allows for the occasional emergency or sick absence.

You may think that 90% in a test is great, but for attendance it is not very good at all:  
90% attendance = ½ a day a week missed  
90% attendance = 4 weeks missed every year  
90% attendance = ½ a school year missed every 5 years

The future: for every 17 missed days per year = 1 GCSE-grade drop in achievement; this could be the difference between a C and a D grade in Maths or English!

### **Parent/ Carer Responsibility:**

- Only let your son/daughter stay at home if they are genuinely ill
- If your son/daughter is going to be absent, inform the Academy before 9am on the absence line: 01582 211441 or via the attendance email address [tlareception@thesharedlearningtrust.org.uk](mailto:tlareception@thesharedlearningtrust.org.uk) to advise us of why they are absent and when you expect them to return
- Make medical appointments outside of Academy hours
- Ensure that holidays are taken in Academy holidays only, never in term time; a Fixed Penalty Notice is very likely to be issued to parents if pupils take holiday during term time
- Talk to your son/daughter about the Academy and how they feel about it. They are more likely to attend and enjoy it if they feel supported and listened to.

### **What to do if there is a problem with your son/daughter's attendance...**

- Talk calmly to your son/daughter and listen to the explanation. Contact their Class Teacher, Key Stage Leader, the designated senior leader for attendance or the family worker to address the reason for their non-attendance.
- Your son/daughter's welfare is important to us. We can help you resolve issues and can offer lots of support for you and your child. You are not alone.
- Be supportive to your child in the run up to tests and be aware of homework deadlines.
- Help your child catch up with missed work - a missed day should not mean missed work.

Attendance Lead in School: Mrs Chris Sillars  
Attendance support: Mrs Anne Fright

Family Worker/ Designated Safeguarding Lead: Mrs Anna Fright

Trust Educational Welfare Officer: Ms Sarah Cameron



## GO FOR GREEN!

*Those who achieve the most are here every day...*

### Attendance Groups

**Green** = No Concern

**Yellow** = Concern

**Amber** = Risk of Underachievement

**Pink** = Severe Risk of Underachievement

**Red** = Extreme Concern

“Success is the sum of small efforts, repeated day in and day out” -  
Robert Collier (American Author)

