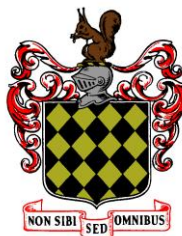


Headteacher
Mrs DA Silcock
B. Sc. NPQH



Julia M Shaw
FCIPD Dipl PA
Chair of Governors

Founded 1708

THE BLUE COAT SCHOOL

Church Road Wavertree Liverpool L15 9EE

Telephone: 0151 733 1407 Fax: 0151 734 0982 www.bluecoatschoolliverpool.org.uk

A Specialist School in Science and Mathematics

17 June 2011

Dear Parent/Carer

A Focus on Attendance

There is a clear link nationwide between school attendance and subsequent attainment at both GCSE and A Level.

As a school we are constantly monitoring attendance. We appreciate your diligence in calling the School if your child is unwell, and the subsequent written explanation for absence which is always required in order to authorise absence. The School is working closely with the School's designated Education Welfare Officer to check attendance.

The School is piloting a system of developments to the School's existing Attendance Policy, namely calling home on the first day of absence if the School has not heard from yourself in the morning. Therefore if you know that your son or daughter is going to be absent from school please;

- Call the School before 9.30am
- For Sixth Form students claiming Education Maintenance Allowance (EMA) please call the School by 8.45 am whereupon the Key Stage manager will consider if payment is to be made.
- Ensure also that any absences are covered by written communication from yourselves, **either** prior to the absence, **or**, ideally on the first day of the return to school of your child.

If the School has not received a call by 11am calls will be made to yourselves between 11.15am and 2pm.

In order for this process to be effective it is essential that the School has your up to date telephone numbers and/or email addresses. **Please email or call the School Office to ensure that we have up to date records if unsure.**



After September 2011 each student planner will contain tear-off absence authorisation slips in order to assist you in the process. Written communication can take the form of one of these slips, or **either** a letter to the Form Tutor **or** an email to one of the following email addresses:

- For Key Stage 3 (Years 7 and 8) ks3@staff.bluecoatschool.net
- For Key Stage 4 (Years 9,10,11) ks4@staff.bluecoatschool.net
- For Key Stage 5 (Years 12,13) ks5@staff.bluecoatschool.net

Information received to these addresses by email will be communicated to the Form Tutor to ensure that pastoral support can be maintained.

For Sixth Form students it is particularly essential that all timetabled lessons are attended at this time of year even where a student's current intention is to discontinue this subject in September.

This is in order to minimise the issues of missed work needing to be caught up if and when a student decides to continue with a subject. Missed lessons will be followed up, challenged and a detention issued.

Please also note that the School cannot authorise holidays taken in school term time, and we strongly discourage you from booking holidays at inappropriate times in the year.

Yours faithfully

S Cox

S Cox
Deputy Headteacher
The Blue Coat School

