

# Haileybury Turnford

Ambition · Pride · Success

September 2021

Dear Parent/Carer

## RE: Year 7-10 Attendance

I am writing to inform you that we will be working with parents and carers to improve attendance and punctuality at Haileybury Turnford. Research has shown that regular attendance and good punctuality are crucial factors in children achieving their full potential. At Haileybury Turnford we are committed to providing a complete education to all and encourage our students to strive for the very best they can achieve. Therefore, for a child to reach their full educational achievement, a high level of attendance is essential.

We aim to work in partnership with all parents and carers and therefore seek your full support in ensuring that your child attends Haileybury Turnford every day and on time. We are always willing to work together with parents/carers in resolving any difficulties your child may be experiencing and are also committed to improving attendance levels for all students.

The target attendance figure for all students is **100%**.

<b>NO CONCERN</b> The child attends between 97% - 100% of the time
<b>CONCERN</b> The child attends between 95% - 96% of the time
<b>RISK OF UNDERACHIEVEMENT and CONCERN</b> The child attends between 93% - 94.9% of the time
<b>SEVERE RISK of UNDERACHIEVEMENT</b> The child attends between 90% - 94.9% of the time
<b>EXTREME CONCERN</b> The child attends less than 89%. of the time

Please can you ensure your child attends school as often as possible. Please remember, every day counts for your child's education. Our Attendance policy can be found on our school website (please find the link below).

<http://www.haileyburyturnford.com/app/uploads/2015/09/Attendance-Policy-11.01.18-v2-3.pdf>

If you have any concerns over your child's attendance or wish to speak about any of the information above please do not hesitate to contact the Attendance Officer on 01993 308333 ext. 213 or by email at [attendance@haileyburyturnford.com](mailto:attendance@haileyburyturnford.com). I will be happy to discuss your child's attendance and how we can support your child to attend school.

Thank you for your continued support in ensuring your child attends school as often as possible.

Yours faithfully

**Attendance Administrator**



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Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

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