

Dear Parent/Carer

Re: Attendance matters and end of term arrangements

As you will be aware, one of our key priorities this year has been improving attendance. Attendance at school is one of the single biggest contributing factors to 'every child reaching their full potential'. Pupils with little or no absence (95%+ attendance or no more than 8 days absence from school), are twice as likely to leave school with a good set of GCSE grades.

Attending school every day is really important for all students, as it means that they are not missing time in lessons and are able to keep up with learning the knowledge they need to learn from Year 7.

The graphic below shows the impact of attendance on days and lessons missed at school.

Attendance	Number of days missed	Number of lessons missed
95%	8 days in total	40 lessons missed
90%	16 days in total	80 lessons missed
85%	24 days in total	120 lessons missed
80%	32 days in total	160 lessons missed

Attendance Strategy

Over the last year, Stafford Manor High School has developed an 'Attendance Matters' strategy that focusses on supporting students to attend school every day. Furthermore, we have made significant improvements to the school curriculum to ensure that school is more 'unmissable and unforgettable'. Teachers are working hard on ensuring that every lesson is accessible, challenging and helps students to remember and be able to do more. The impact of our strategy is that attendance improved by one percent last year, which is excellent and it has continued to improve again this year.

The last two weeks of term

Please can I ask for your continued support in ensuring that attendance continues to improve. The way that you can help us with that as parents is insisting that your child attends school every day in the lead up to Christmas and beyond.

Attendance rewards over the next two weeks

In the last two weeks of term, we will be having a range of rewards, including Amazon vouchers, VIP lounge treats, and other rewards like 'jump the lunch queue' and a new tutor group competition which will reward the best attending tutor group in each year group with a free Christmas Breakfast on our last day. For your child to qualify for these rewards, they need to be in school and contributing well each and every day.

Parent Coffee Morning

We are pleased to announce we are hosting drop in coffee mornings on Tuesday 19 December from 11am – 1pm and on Wednesday 20 December from 2pm – 4pm. There is no need to make an appointment and parents will be able to access the Stafford Room via the main carpark to come into school to talk to senior leaders about any further support they may need, or to discuss anything they feel is important. There will also be an opportunity to collect free items should you wish to.

Final day of term

A gentle reminder that our final day of term will be Friday 22 December. Students will be allowed to leave school from 12.30pm after time in lessons and some time with their tutors.

Please can you make arrangements for your child to be able to go home at 12.30pm on the final day.

Arriving back in 2024

Please be aware that your child should return to school, as normal at 8.30am on Tuesday 9th January.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Rhys Adams', written in a cursive style.

Rhys Adams
Headteacher