



Trinity School

A Church of England
Academy

Registered Address: Strand Road
Carlisle
Cumbria CA1 1JB

Telephone Number: 01228 516051
Email Address: info@trinity.cumbria.sch.uk
www.trinity.cumbria.sch.uk

David Samson
Headteacher

25 January 2024

Dear Parent/Carer

Re: SOL Attendance

I am writing to inform you that Trinity School has been launching a new attendance initiative. We have revised our procedures and are working with parents and carers to improve attendance and punctuality. This is because research has shown that regular attendance and good punctuality are crucial factors in students achieving their full potential. Trinity School is committed to providing a full and efficient education to all, and encouraging our children to strive for excellence. Therefore, for a student to reach their full educational achievement, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties but we are also committed to improving attendance levels at Trinity School.

The target attendance figure for all pupils is a minimum of 97% attendance. Based on current attendance figures your child has been placed in one of the following groups below. Your child has been informed of their Attendance Group by their Form Tutor.

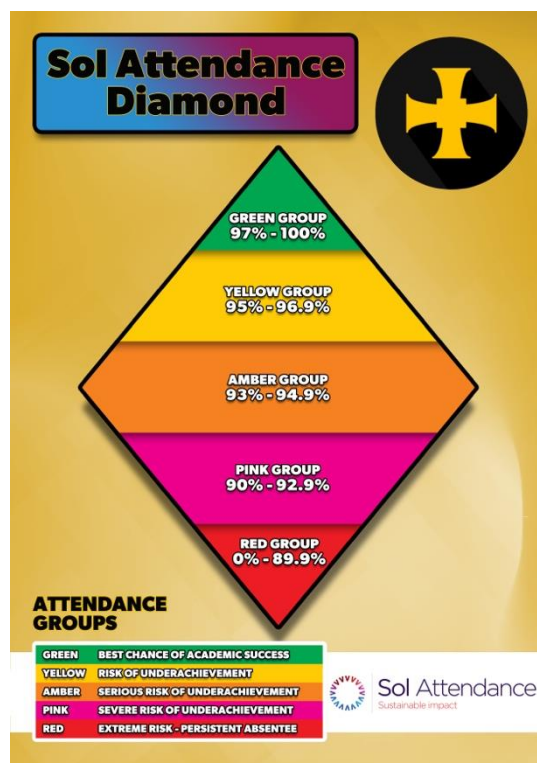
Group 1: No Concern - **Green Group**
The child attends for 97% - 100% of the time.

Group 2: Concern - **Yellow Group**
The child attends for 95% - 96.9% of the time.

Group 3: Risk of Underachievement
– **Amber Group**
The child attends for 93% - 94.9% of the time.

Group 4: Severe Risk of Underachievement
– **Pink Group**
The child attends for 90% - 92.9% of the time.

Group 5: Extreme Risk of Underachievement
– **Red Group**
The child attends for 0% - 89.9% of the time





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Regular attendance is not just a legal requirement, but it is vital for pupils to maximise their learning, and achieve full potential here at Trinity School. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. Tutor time begins at 8.30am and all students need to be in classrooms by this time. Our doors open at 8.20am.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified.
- If your child is ill, contact the school and provide an explanatory note on their return. **Please make sure you telephone the school every day your child is absent.**
- If you wish to check that your child has arrived at the school contact the school office. They will inform you if your child has been registered. Note that only parents/carers listed as official contacts for the student on our school system will be provided with this information.
- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the school is responsible for deciding if the absence is acceptable or not. If your child is ill and unable to attend school for 3 or more consecutive days, we may ask that you provide medical evidence to support the absence. This could be a doctor's letter, a copy of a prescription for medicine or the prescribed medicine packaging itself. Only genuine absence will be recorded as authorised.
- Ensure that **medical appointments are made outside of school time**. In situations where this is not possible, we ask that students attend school before and after the appointment (as appropriate), ensuring that they only miss the smallest possible amount of lesson time.
- Avoid trivial absence such as, 'buying new shoes'. This would not be accepted as a reasonable absence.
- **Holidays should not be taken in school time.** Holidays will not be authorised during term time. Any Leave of Absence can only be agreed by the Headteacher and only agreed where there are exceptional circumstances. A Leave of Absence form must be completed for such a request to be considered. This form can be obtained from our website or by contacting Main Reception in school.
- **Respond to school letters or telephone calls regarding attendance and punctuality.**
- **Contact your child's Form Tutor in the first instance if you are experiencing difficulty in getting your child into school.**



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We strive for all our students to achieve 97% attendance or more and regularly reward students who are attending well or whose attendance is improving. Individuals and groups with good attendance are celebrated in weekly Head of Year assemblies as they aim to gain a place on our end-of-year rewards trip to Blackpool Pleasure Beach. Throughout the year, students with a full week's attendance also gain raffle tickets that they can choose to place in the half-termly, termly or yearly draw for a chance to win Amazon vouchers or a place on the trip. These are handed out by Form Tutors weekly. Moreover, we run additional reward events for good attendance on specific weeks during the school year. Our **next calendared "Attendance Booster Week" is scheduled for w/c 18th March**. More details will be shared with you nearer the time.

If you require any further information on our attendance systems and absence procedures, please visit our website <https://trinity.cumbria.sch.uk/parents-and-carers/attendance/>

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Trinity School.

Yours sincerely,

Mr P Charnock
Deputy Headteacher

Miss C Constant
Associate Assistant Headteacher