



4<sup>th</sup> November 2022

Dear Parents/Carers,

## **Attendance Key Information – Changes/Updates**

Regular attendance to school is one of the key determining factors in a student's success. In other words, the more your child attends the school, the better their chance is of achieving their potential. At Coundon, the expectation is that students should have attendance that is above 97% if they are to have a better chance of achieving their maximum potential. We will be sending out further communication about attendance very soon. However, in the meantime, we have the following updates regarding our procedures:

### **U Codes**

We have recently employed the use of the 'U' code from 9.30am. This is for students that arrive after the registers have closed. This is an unauthorised absence for the morning and should a student continuously arrive to school after the registers are closed, may result in a Fixed Penalty Notice from Coventry City Council.

### **COVID-19**

Following the Government Guidance that there is no longer a requirement to isolate, we wanted to share that should you feel your child is too unwell with a COVID diagnosis, we may require evidence of the positive Lateral Flow Test to authorise the absence. If your child should be absent from school for more than 3 days, this may not automatically be authorised. We would suggest you contact your Year Teams to further clarification.

### **Medical Evidence and Appointments**

It is suggested that medical evidence is obtained to authorise most absences from school. If your child's attendance is good, the absences will be normally authorised however should attendance drop under 95% (averages out at 10 days off over a school year – around 50 hours of learning missed), we do require medical evidence to authorise subsequent absences.

Any medical appointments must be arranged for after school times so it will have less of an impact on your child's learning in school. Where the appointments cannot be altered, please do send in evidence of the appointment date and time that can be added to your child's attendance file.

## Attendance Escalation Process

Absence	Action
1 <sup>st</sup> Instance of absence	Tutor conversation with pupil
2 <sup>nd</sup> Instance of absence	Phone call home by Progress Manager. Letter 1.
3 <sup>rd</sup> Instance of absence	Meeting in school with Progress Manager & Head of Year to set up AIP. Warning letter 2.
4 <sup>th</sup> Instance of absence	Formal meeting in school with Education Welfare Officer or Assistant Principal. Final warning letter 3.
5 <sup>th</sup> Instance of absence	Fixed Penalty Notice from Coventry City Council

## Performing Arts

A huge well done to Year 7 students on making a fabulous start at Coundon Court. Students ended the term with a performance from Loudmouth Theatre Company on the theme of anti-bullying. Students participated in a hot seating workshop after the performance where they were all encouraged to reflect on the effects of bullying and discussed the numerous ways in which students can seek further support. Anti-Bullying week takes place from 14<sup>th</sup> November, students personal development activities in tutor time will further educate and inform around this topic.

Linking to our school value to be kind, we have launched our kindness pledge with year 7, with the aim of increasing awareness of what it is to be kind and the impact this can have on ourselves and others. Students are being encouraged to complete a caught in the act of kindness slip (detailing the kind act they have witnessed) and return this to their form tutor. We will recognise and celebrate the kind nature of our year group later this term.



## Design & Technology

Since the start of the academic year, the Design and Technology team have been really impressed with the level of enthusiasm demonstrated across the department. Students are really keen to produce high quality work, whether that be written or practical work. In recognition of their achievements, we have selected 3 students from each year group who have really excelled and impressed their teachers. Congratulations to the following students who have received certificates and gold coins this week!

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Daisy R, Archie MF Betsey A	Emmanual A Poppy H Dillon MG	Mandy H Harman S Maja L	Dylan L Raees P Nikhita C	Thomas T Ryley T Mia L	Sam W Massa Q Satnam D	Charlie O'S

Yours sincerely,



Mr C Heal  
Principal