



Supported by the Drapers' Company of London

# THE THOMAS ADAMS SCHOOL, WEM

incorporating

THOMAS ADAMS SIXTH FORM

ADAMS HOUSE (BOARDING)

Headteacher: Mark Cooper BA. (Hons)

Deputy Headteachers: Jenni Whitfield BA. (Joint Hons), Tom McAleavy BA. (Hons)



## ATTENDANCE and PUNCTUALITY INFORMATION

February 2022

Dear Parent/Carer,

The Thomas Adams School is committed to improving achievement through attendance and we continually monitor the attendance of all our pupils. Any pupil whose attendance falls below 95% will be monitored very closely because attendance has a direct impact on learning and progress. I am sure that you will agree, your child(ren)'s education is a priority and, therefore, they need to have good attendance to access the full curriculum offered in school.

We are aware that the COVID pandemic has had an impact on attendance, but now that government guidance has changed, extended periods of isolation and absence due to COVID have dramatically reduced and this is good news for school attendance. Please find the latest guidance here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

If your child has been absent since September, this may be due to genuine illness but we need to ensure that this does not become a downward trend. The table below shows how just a few days of absence can result in children missing a significant number of lessons over an extended period. It is proved that children who miss a lot of school achieve less.

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 Days	2 Weeks	50 Lessons / Hours
90%	19 Days	4 Weeks	100 Lessons / Hours
85%	29 Days	6 Weeks	150 Lessons / Hours
80%	38 Days	8 Weeks	200 Lessons / Hours
75%	48 Days	10 Weeks	250 Lessons / Hours
70%	57 Days	11.5 Weeks	290 Lessons / Hours
65%	67 Days	13.5 Weeks	340 Lessons / Hours

Low attendance could:

- Affect a child's motivation, meaning that they fall behind with work
- Affect their enjoyment of learning
- Lead to poor behaviour
- Affect their desire to attend school regularly
- Affect their confidence in school
- Mean they miss out on the social life of school
- Mean they miss out on the extra-curricular opportunities and experiences on offer.

As parents / carers, you have a responsibility to ensure that your child(ren) receives an appropriate full time education. If you fail in this duty, you may be guilty of an offence under Section 444(1a) of the Education Act 1996 and be liable for prosecution. The school have an allocated independent Education Welfare Officer (EWO) who oversees this process. Together, we endeavour to contact you as soon as possible when we notice that your child(ren) is approaching one of the trigger points. We do this as a supportive measure so that you are aware of the situation and we can work in partnership to monitor and improve attendance.



Lowe Hill, Wem, Shropshire SY4 5UB Telephone: 01939 237000  
e-mail: enquiries@thomasadams.net website: www.thomasadams.net

*Excellence in education since 1650*

*The Thomas Adams School is part of The 3-18 Education Trust. Company Number 08064698. Registered Address: Longden Road, Shrewsbury, SY3 9EE*

We encourage resilience and would expect children to attend school if they have a minor childhood illness that can be treated with over the counter medication from a pharmacist, following their advice and guidance.

Punctuality is also a school focus as lateness in a morning, even if a child has 100% attendance, can trigger the involvement of the Education Welfare Officer (EWO).

Lateness each morning	Equates to minutes absent per week	Which is missed learning each week	Number of lessons missed each year	Number of weeks lost learning
<b>6 minutes</b>	30 Minutes	½ a lesson	19.5 lessons	Over ¾ of a week
<b>12 minutes</b>	60 minutes	1 lesson	39 lessons	Over 1.5 weeks
<b>18 minutes</b>	90 minutes	1.5 lessons	58.5 lessons	Almost 2.5 weeks
<b>24 minutes</b>	120 minutes	2 lessons	78 lessons	Over 3 weeks
<b>30 minutes</b>	150 minutes	2.5 lessons	97.5 lessons	Almost 4 weeks

On top of this, if pupils are late to each lesson during the day when they are in school, this can add up very quickly to a concerning amount of learning time missed.

Lateness each lesson, each day	Equates to minutes absent per week	Which is missed learning each week	Number of lessons missed each year	Number of weeks lost learning
<b>2 minutes</b>	50 Minutes	Almost 1 lesson	Approx. 39 lessons	Over 1.5 weeks
<b>5 minutes</b>	125 minutes	Over 2 lessons	Over 78 lessons	Over 3 weeks
<b>10 minutes</b>	250 minutes	Over 4 lessons	Over 156 lessons	Over 6 weeks
<b>15 minutes</b>	375 minutes	Over 6 lessons	Over 234 lessons	Over 9 weeks
<b>20 minutes</b>	500 minutes	Over 8 lessons	Over 312 lessons	Over 12 weeks

Our intervention plan for attendance is a positive measure to embed good habits for the future. In a competitive world, our children need to build resilience so that they can be successful in the work place of their choice, and school can provide the positive references they will need in order to make their next steps – whatever they may be.

We would appreciate your support with attendance. If you could discuss this with your child(ren) and talk about the importance of being in lessons every day and on time, it will help your child(ren) with the progress that they make at Thomas Adams. We are a good school, with excellent staff who can ensure your child(ren) makes the best possible progress, if they are in the classroom ready to learn.

Therefore, we ask that any medical appointments are booked out of school hours, or as near to the start or end of the day as possible. This will ensure that the amount of school time missed is kept to a minimum. We also ask that hard copies of appointments, hospital letters etc. are provided to the Attendance Team so that this absence can be authorised.

Finally, if your child is too ill to attend school, then you must inform the Attendance Team on each day of the absence. If your child(ren) have absence below 94% then medical evidence must be provided for every absence in order for us to authorise this.

If you feel that you need help and guidance on any matters relating to attendance, please do not hesitate to contact us by calling 01939 237000, or by emailing [attendance@thomasadams.net](mailto:attendance@thomasadams.net). We are happy to support you with any concerns you may have.

Many thanks for your continued support.

Yours sincerely,



Mark Cooper  
Headteacher