



Our Ref: MNI/AGR/MPA/ARO/JBR

25th May, 2017

Dear Parent/Carer,

I am very pleased to enclose with this letter a copy of the latest edition of the Irlam and Cadishead College newsletter. I do hope that you will find it informative and of interest and I would welcome your feedback.

Additionally, I enclose a copy of the latest Data Assessment Capture sheet indicating the academic performance of your child. This is Data Capture 4 and there will be one further data assessment capture towards the end of the year. The colours shown on the sheet are the most important indicator of your child's performance when reading this report and there is a key to the colour coding on the sheet.

Included with this letter you will also find a copy of the Irlam & Cadishead Diamond Attendance Tracker, and personalised information about your child's attendance. For students in Year 11 you will also find a copy of the schedule for Half-Term Master Classes and a letter about the official College Final Day and Leavers' Assembly.

Some key dates coming up during the rest of this academic year are shown below.

Key Dates/Events

Date	Event/Action	Year Group
Friday 26 May	Last day of Summer 1 term	All Students
Tuesday 30 May – Friday 2 June	Year 11 Half term Master Classes (see separate schedule)	Year 11 Students
Monday 5 June	College re-opens for Summer 2 term	All Students
Wednesday 14 June	Official Year 11 Final Day	Year 11 Students
w/b 26 June	Year 10 Examinations	Year 10 Students
w/b 3 July	Year 9 Examinations	Year 9 Students
Tuesday 4 July	College Sports day	All Students
Thursday 6 July	Year 6 Parent/Carer Welcome Evening	Year 6 Students
Friday 7 July	Class of 2017/Year 11 Prom	Year 11 Students
Thursday 13 July	Year 7 Parent/Carer Consultation Evening and issue of Year 7 Written Report	Year 7 Students
Thursday 20 July	Last day of academic year	All Students
Thursday 24 August	GCSE Results Day	Year 11 Students

Please do not hesitate to make contact with us if you have any questions about your child's report, in the first instance, addressing any comments to the Progress and Development Leader.

Mrs Cullen - Year 11 Progress and Development Leader - Tel. 0161 921 2256

Yours faithfully,

A handwritten signature in black ink, appearing to read 'M. A. Nightingale', enclosed within a thin black rectangular border.

M A Nightingale
Principal
Irlam & Cadishead College

Encs:

Irlam & Cadishead College Newsletter
Data Assessment Capture 4 Personal Progress Path Tracking Report
Personalised Attendance Report
'Class of 2017'/Year 11 Half Term Holiday Master Classes Schedule

Student - D.O.B: xx/xx/xxxx

We work in partnership with parents and carers and need your full support in ensuring that your child attends Irlam & Cadishead College every day and on time. We welcome and encourage Home/College partnership working to resolve any difficulties.

The target attendance figure for all students is a minimum of 97% attendance. Based on personalised current attendance figures your child will be placed in one of the following groups as shown on the Diamond Attendance Tracker below. Your child will be informed of their Attendance Group by their Form Teacher.

Student's Attendance from 3rd September to 12th May was 100%
With 0 unauthorised absences and 0 authorised absences.
Student has been late 0 time(s)

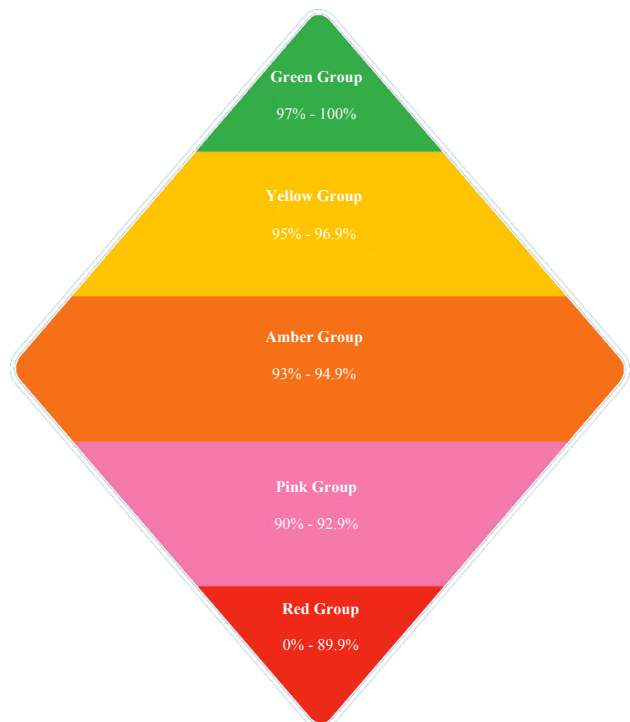
Group 1: Good Green Group
Student attends for 97% - 100% of the time

Group 2: Concern - Yellow Group
Student attends 95% - 96.9% of the time

Group 3: Risk of Underachievement
Amber Group
Student attends for 93% - 94.9% of the time

Group 4: Severe Risk of Underachievement
Pink Group
Student attends for 90% - 92.9% of the time

Group 5: Extreme Risk of Underachievement
Red Group
Student attends for 0% - 89.9% and the College may expedite to Court



National attendance figures that show impact on Attainment:

- Attendance of 96% or above: **82%** achieve 5 A* -C including English and Mathematics
- Attendance of 90% or above: **52%** achieve 5 A* -C including English and Mathematics
- Attendance of 80% or above: **36%** achieve 5 A* -C including English and Mathematics
- Attendance of 70% or above: **18%** achieve 5 A* -C including English and Mathematics

Regular attendance is not merely a legal requirement but it is vital for pupils to maximise their learning and achieve full potential here at Irlam and Cadishead College. 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. Form Teacher time begins at 8.30am and all pupils need to be on site by 8.25am.

Ensure that the College has accurate contact details i.e. addresses and telephone numbers. We will contact you by text, or by telephone if your child is absent and you have not contacted the College.

If your child is ill or unable to attend College please provide a note in their Student Planner for their return to College. Please make sure you telephone the College every day your child is absent. The ICC Attendance Team can be contacted directly on **0161 921 2105** or by email, iccattendance@salford.gov.uk.

If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the College is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record – you may use the Student Planner for this, recording attendance and reasons for absence in the 'week at a view' section.

The following may help:-

Ensure that all medical appointments are made outside of College time, whenever possible.

Avoid trivial absence such as, 'buying new shoes'. This will not be accepted as a reasonable absence and will be recorded as unauthorised.

Holidays should not be taken in College time. It is a legal requirement that holidays will not be authorised during term time.

Respond to College letters or telephone calls regarding attendance and punctuality, by contacting the Attendance Team in Student Services on **0161 921 2105** or by email, iccattendance@salford.gov.uk

Contact your child's Form Teacher if you are experiencing difficulty in getting your child into College.

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