



# Bassingbourn Village College

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Part of the Anglian Learning Trust

Limited by guarantee registered in

England and Wales with registered no : 07564749

Registered address: Lode Road, Cambridge CB25 9DL

**Mr D Cooper**  
Principal

**Ms V Poulter**  
Head of School

19<sup>th</sup> December 2018

Dear Parent/Carer

Over the last term we have reviewed and amended both our Attendance and Expectations for Learning policies to ensure these are reflective of our daily practice and take into consideration both Department for Education and Local Authority recommendations and guidelines. These policies have now been ratified by Governors. The amendments to these policies and new attendance procedure can be found on our school website. Below I have outlined where key changes have been made.

Changes	Impact
Introduction of new Attendance Procedures (refer to attached document) (pg. 24)	A clearer system that will deal with students' attendance in accordance with their individual needs
Expectation of 100% attendance (pg 5, 1.5.1)	Creating a positive ethos of attendance Encouraging excellent attendance in line with local authority guidelines
Punctuality Procedure – weekly late detention. Clear escalation for repeat offenders (pg 5, 1.5.2)	Encourage good punctuality and reduce regular offenders
No authorised leave of absence unless exceptional or unavoidable circumstance (pg. 7, 1.5.7)	Encourage positive attendance Positive impact on individual student's attainment
Mobile phones and other electronic devices including headphones <b>no longer seen from arrival at school in the mornings until leaving school building at the end of the day</b> (pg. 10)1.7.5)	Ensure positive start to the school day Prevent confrontation with duty staff

These amendments will come into effect from 7<sup>th</sup> January 2019. All students will be informed through tutor time of these changes but please reiterate at home particularly with regards to the changes involving mobile phones and electronic devices.

If you have any question or queries please feel free to contact me.

Yours sincerely

Mrs H Edwards  
Assistant Principal