



09 September 2024

New Attendance Policy

Dear Parent/Carer

We have a new attendance policy that can be found on our school website under the Key information – Policies tab. I am writing to highlight some key aspects of these changes which will be helpful to you.

Reasons for Unauthorised Absence

- One day's absence equates to 2 sessions, as we have morning and afternoon registration.
- If a student arrives after 09:55 registration will have finished, and it will be logged as an unauthorised absence.
- If a student is absent for more than 5 days and there is no medical evidence, the absence may be recorded as an unauthorised absence, we will inform parents/carers if this is the case.
- School will make an absence call everyday if the absence continues without an explanation.
- If a student has 10 sessions (5 days) of unauthorised absence in a rolling school period of 10 weeks, parents/carers will be invited into school for a supportive meeting and an Attendance Success Plan will be agreed.

Holidays

- We no longer issue holiday forms as all holidays are now unauthorised unless it is deemed exceptional circumstances by the Headteacher, such as a charity providing a student with a trip or a holiday.
- If the holiday triggers 10 sessions or more of unauthorised absence within a rolling 10 week school period, the Pastoral team will contact parents/carers and invite them in for an Attendance Success Plan meeting.

Persistent absence

- Students with an attendance percentage within 65-80% a letter will be sent home, and parents/carers may be invited into school to discuss further support for example a supportive Attendance Success Plan.
- Students with an attendance percentage of 65% or less, parents/carers will be invited into school for a supportive Attendance Success Plan meeting.

Attendance Success Plan Meeting

- This is a supportive meeting to allow parents/carers to discuss the reasons for their child's unauthorised absences. It is also a chance to discuss how we as a school can support you and your child.
- At the meeting we will complete an Attendance Success Plan with you, ensuring that everything is documented and signed.
- We will also discuss the details of our attendance policy and highlight how your child's attendance relates to this to ensure everyone is clear moving forwards.
- We will review the plan together every 6 weeks.

We pride ourselves on the close working relationship we have our families, and we will continue to take an individual supportive approach. However, the changes to our policy are in response to statutory changes from the Department for Education and we are obligated to adhere to these. It may be that a sanction is considered and actioned.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Sam Woodward', with a large initial 'S' and a long horizontal flourish.

Sam Woodward
Assistant Headteacher Pastoral