



Attendance

Dear Parents and Carers

As mentioned in Mr Lynch's recent email, I am writing to emphasise the importance of regular school attendance.

Attendance and Learning

Regular attendance gives pupils the best opportunity to achieve academically, develop positive relationships, build confidence and access the support and opportunities available at school.

Every lesson matters. When pupils are absent, they may miss important teaching, explanations, practice and feedback. Frequent absence or lateness can make it harder to keep up with learning and can affect confidence and progress.

Our whole-school attendance last academic year was 95.3%, and our examination results continue to demonstrate a clear, positive relationship between attendance and academic outcomes. Those students with the highest overall grades at both GCSE and A Level also have an average attendance above 95%.

We recognise that attendance is only one factor influencing achievement, and that there can be many reasons why pupils struggle to attend. These may include health needs, anxiety, SEND or family circumstances. *Our approach is support first*, and we want to work with families to understand and address any barriers to attendance as early as possible.

Holidays and Unauthorised Absence

We remind parents and carers that holidays during term time are generally not considered an exceptional circumstance and should not be taken without prior authorisation.

Under the National Framework for Penalty Notices, introduced in August 2024, a penalty notice must be considered when a pupil has 10 sessions of unauthorised absence within a rolling 10-school-week period. This can include unauthorised term-time holidays. Each case is considered individually in line with national guidance.

Where the relevant criteria are met, we will make increased use of Fixed Penalty Notices. Our priority remains supporting families, but where unauthorised absence continues despite appropriate support, we are advised to use the measures available to us.

We strongly encourage families to arrange holidays and trips during school holidays wherever possible.

Illness

The NHS advises that children can generally attend school with minor illnesses such as coughs, colds, sore throats and headaches. However, children with a temperature, vomiting or diarrhoea should remain at home.

Further guidance is available from the NHS: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>.

How Parents and Carers Can Help

- *Keep in touch:* If your child is too unwell to attend, notify the school via Parent Gateway.
- *Talk to us early:* Please contact us if your child is anxious, unhappy or reluctant to attend.
- *Arrange routine appointments outside school hours:* Where possible, schedule medical and dental appointments during school holidays or outside the school day.
- *Support attendance:* Follow the NHS guidance when deciding whether your child should attend school.

Attendance Monitoring

A reminder that you can view your son or daughter's current attendance on Parent Gateway; it will also be flagged to you when you alert us to a daily absence. We will also be writing to individual parents where your son or daughter's attendance is becoming a concern. The purpose of this is to help begin conversations of support as soon as possible.

Thank you for your continued support in helping us improve attendance and ensure that every pupil can make the most of their opportunities with us.

Kind regards

Peter Daniell

Assistant Headteacher

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