

# TRENTHAM HIGH SCHOOL

A CO-OPERATIVE TRUST COLLEGE



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Dear Parents/Carers

I wanted to take the opportunity to make you aware of how we manage student attendance.

Following changes in Department for Education policy, any child with attendance below 90% is now classed as a persistent absentee. Whilst 90% sounds like a good score in a test, it is anything but good as an attendance figure. A child with 90% attendance is missing an average of half a day each week, equating to four school weeks each year; over their time at High School, that is half a year of learning time missed.

In order to support students, we use Education Welfare Officers (EWO) to intervene before attendance reaches these levels. If your child's attendance is in danger of falling below 97% you will receive an advisory letter to ensure that you are aware and to see if any help can be offered.

If attendance falls below 92%, you may be invited in to school for a meeting with school staff and EWO to discuss issues further. It is likely at this stage that you will be told that no absence will be authorised without medical evidence. If attendance continues to fall, EWO are likely to begin legal proceedings to improve matters.

Penalty Notices (£60 to £120) can be issued in the following circumstances:

- At least 10 school days lost to unauthorised absence in the current or previous term. These sessions no longer have to be continuous.
- Unauthorised holiday absence during the outlined monitoring period.
- At least 5 days of unauthorised holiday absence.
- A child falling into the Persistent Absence category (below 90%).
- Persistent late arrival to school.

It is now illegal for headteachers to grant leave of absence during term time unless in exceptional circumstances. Therefore, we will continue with our policy of not authorising term time holidays. All absence requests must be made in writing addressed to Mr Morris, Deputy Headteacher.



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We would hope that all students can maximise their chances of success by keeping attendance as close to 100% as possible. We also know that support from home is the key to achieving this. To encourage good attendance you can:

- Contact the school as soon as possible if you have a concern so that you can work with us to resolve any difficulties.
- Make sure your child understands that you do not approve of them missing school, but be on the alert for any particular reasons for non-attendance, such as problems with school work.
- If your child is ill or absent for any other reason, contact school on the first day of absence.
- Make sure your child arrives at school on time.
- Take an interest in your child's education. Ask them about their day and praise and encourage their achievements at school.
- Know the school routines and be alert to issues e.g. have they got their PE kit, or are there deadlines looming which are causing worries?
- Praise and reward good attendance.
- It would be helpful to provide any of the following in case of absence: copies of appointment cards/letters, labels off prescribed medication (with child's name/date on) or copies of prescriptions. All items sent to the office will be returned.

We will continue to promote and recognise good attendance as part of our work to encourage students to be the best that they can be. We appreciate your support with this.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Mr. Morris'.

Mr. Morris  
Deputy Headteacher

