



8<sup>th</sup> October 2024

## Attendance 2024-25

Dear Parents and Carers,

Following the government announcement regarding school attendance we have amended the school policy and procedures to reflect these new expectations which came into force in August 2024. The policy was approved at the recent governing body meeting on 25<sup>th</sup> September 2024. It is available on the school website [here](#) if you wish to read it in detail.

The new expectations place an emphasis on early intervention and requesting meetings with parents and carers earlier in the process than previously. Attached is a roadmap of the process which hopefully makes clear the stages the school will go through to support improvements in school attendance. For the vast majority of families, you will see very little change. We will still inform you if your child's attendance falls below a level that would see them on-track for above the national threshold of 95% (10 days absence over an academic year). The trigger for this is where absence is at risk of being 10 sessions in a 10 week rolling period. The first letters will be sent towards the end of the second half of the autumn term unless a significant concern is raised prior to this.

Where attendance is becoming more of a concern we will be offering early help assessments to seek support from other external agencies. This is designed to support with some of the barriers that are identified in an initial meeting. This is a proactive step to address concerns before any formal intervention. Formal attendance contracts, warning notices and court orders will all be utilised where attendance does not improve but we want to try to avoid these whenever possible.

Please be aware that late arrival at school also contributes to absence rates. It is therefore essential that children arrive at school on time. All classes are completing early morning work, phonics lessons, interventions and improvements and 'corrections' to previous work first thing in the morning. This is also when we hear the majority of readers. If children are not in school during this time they are missing significant parts of their learning. Equally, they are unlikely to be focussed and ready to learn in the next lesson if they have arrived late.

If you have any concerns about attendance, particularly if there are ongoing medical concerns of which we are not aware, please talk to Mrs Shadbolt in the office in the first instance so we can note this and ensure that it is recognised in any action taken with regard to absence.

Thank you for your help.

Regards,

Antony Kern  
Headteacher

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