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31st October 2019

Dear Parents/Carers,

Promoting Good Attendance

We have recently adopted an attendance policy which outlines the procedures and actions we take as a school to support you in ensuring your child’s attendance at school. Our attendance policy can be found on our website and is available from the main office if you require a paper copy. It contains guidance on requesting leave in term time, how we monitor attendance and what support can be offered where students have issues that affect their attendance.

We recognise that all of our students have complex needs and that some of our students do need to attend medical appointments which can impact on their overall attendance. Where possible, we would encourage parents/carers to request appointments outside of school time but if this is not possible, the absence will be authorised and will be taken into account when monitoring attendance levels.

We monitor student attendance regularly and will contact you if we are concerned about your child’s absence or punctuality. We do have a legal responsibility to inform the local authority in cases of persistent and unauthorised absence, this may occasionally result in the Education Welfare Officer offering support if it is identified that ‘Early Help’ or intervention may be supportive.

We do understand that there are many of our students with diagnosed medical conditions or conditions that impact on their ability to attend school at times but we would always want to promote high levels of attendance for all of our school community so that they can benefit from all the opportunities on offer.

We will be informing you of your child’s attendance at regular points in the year to keep you updated of their overall attendance and absence rates. If you would like to discuss any issues relating to your child’s attendance, please contact your child’s tutor in the first instance or the Care and Safeguarding team via the main school telephone number.

Yours sincerely,

Ms Claire Cowen-Brown
 Assistant Head – Care & Safeguarding

