

September 2022

Dear Parent/Carer,

This letter is to inform you about attendance expectations, to provide a clear outline about absence procedures and how Edwinstree Middle School and the Local Authority responds to poor pupil attendance. Edwinstree Middle School regards regular attendance essential if children are to maximise their educational opportunities and we focus strongly on maintaining a high level of school attendance. We know that there will be times when absence is unavoidable.

Reporting Pupil Absence

If your child is unable to attend school, you should inform us by 8:40am either using the dedicated attendance email address: attendance@edwinstree.herts.sch.uk or by calling the school office on 01763 271446 and selecting option 1 to leave a message. Please state your child's name and class, the reason for absence and the expected date of return if known. Unless you have stated the date of return in your communication, please keep the school updated daily if your child is still unable to return – this is an important safeguarding measure.

Lateness

Please ensure that your child arrives at school in time to be present for morning registration at 8:40am. During registration key messages about the school day and upcoming activities are shared with students and so it is important that all students are present. If your child arrives for school after 8:40am they should enter via the school office to ensure that they are recorded as present as the class register will have already been completed by their form tutor.

Attendance Expectations

We expect all students to maintain a level of attendance at 96% or above. Attendance is monitored regularly and we have a duty to respond to unauthorised and persistent absence. We understand that some absences will be due to exceptional circumstances and all student absences will be considered on a case by case basis.

Below is guidance on how the school will respond to unauthorised or persistent absences unless we are aware of exceptional circumstances:

Attendance between 93%-96% - The attendance team will monitor closely and contact parents/carers if appropriate to offer support.

Attendance below 93% - The attendance team will issue a letter asking for medical evidence to be provided for any further absences to be authorised. Parents will be invited to an attendance meeting to offer support and discuss next steps.

Norfolk Road : Buntingford : Hertfordshire : SG9 9AW

T: 01763 -271446 F: 01763-274005 E: admin@edwinstree.herts.sch.uk W: www.edwinstree.herts.sch.uk



Holidays

We are unable to authorise holidays in term time and will follow guidance issued by the Local Authority when dealing with holiday requests. This includes applying for penalty notices to be issued in line with the guidance procedures. More information about penalty notices can be found at <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/penalty-notice-for-unauthorised-absence/penalty-notice-for-unauthorised-absence.aspx>

We hope that this information will help you to have a clear understanding about the school's attendance expectations and procedures. Our full attendance policy is available on the school website for further details.

Kind Regards



Jo Gant
Headteacher