

November 2024

Dear Parents and Carers,

I hope this letter finds you well. I am pleased to share that many students achieved excellent attendance (above 97%) last year, and I congratulate them for this. I'm writing to remind you of the importance of regular school attendance and to update you on the new guidance from the Department for Education (DfE) on improving school attendance.

The DfE has issued new guidance highlighting the key role consistent attendance plays in academic success. It outlines expectations for schools, parents, and local authorities to work together to ensure all children have access to a quality education. We are committed to supporting your child's regular attendance.

Why is attendance important?

Regular school attendance is not only a legal requirement but also crucial for your child's development. Consistent attendance helps children reach their full potential and build key social skills. Research shows that even occasional absences can impact progress – every day counts!

Key points from the new DfE guidance:

- **Clear policies:** Schools must have clear attendance policies. The MFG have updated these, so please familiarise yourself with any changes.
- **Prompt reporting:** Parents must notify the school on the first day of absence, providing reasons and expected return dates.
- **Early intervention:** Schools and local authorities will work together to address attendance concerns early.
- **Legal duty:** Parents must ensure their child attends school regularly. Persistent absence may lead to further action.

How you can support your child's attendance:

1. Set a regular bedtime and morning routine.
2. Do not book term-time holidays and schedule appointments outside school hours. If there is an unavoidable medical appointment, please make the school aware in good time and record it in your child's planner. It is then your child's responsibility to ensure they go to reception at the time stated and sign out. They will not be allowed to sign out without school receiving permission from their parent/carer.
3. Communicate any attendance difficulties to the school for support.

Punctuality

- **Tutorial starts at 8:30am.** Students are expected to be in their tutor groups at this time.
- **The late bell** sounds at 8:35 and any student not in tutorial at this time may receive a L mark and a sanction.
- **Students who are often late** miss important information that is shared during tutorial.

We are here to assist you with any attendance concerns, by working closely together we can ensure that every child can reach their full potential. Thank you for your continued support in helping your child succeed.

Medical room

It's that time of year when coughs, colds and other minor ailments are prevalent in schools. We have a medical room and first aid trained staff in school. Recently lots of students have visited the medical room for minor illness, such as a headache, sore throat etc. There is no medical assistant school can offer and the majority of students go back into their lesson and are well enough to finish the day. If you wish for your child to be able to access medication in school, please complete a medical form from reception.

Kind regards,

A handwritten signature in black ink, appearing to read 'A Fuller', with a long horizontal flourish extending to the right.

A Fuller (Mrs)
Principal