

Thursday 15<sup>th</sup> February 2024

Dear parents and carers,

As you may be aware attendance is a national issue for a number of reasons. Mrs McIntyre, our Executive Headteacher, has been working alongside the Governing board and the Trust's Attendance Officer to update our Attendance Policy. It has been approved and agreed that it is highly robust to ensure that all families are aware of their child's attendance and the impact that missing time from school has. Our policy is in line with other schools across the Trust.

We understand that illness cannot be prevented but we do encourage children to attend school if they are well enough. We do not consider a cold, cough or headache to be an illness that prevents your child attending school. If they are complaining of this kind of illness please bring them to school and if they deteriorate we will call you to collect them. We can also administer medication on site if it is required.

Our attendance strategy is an integral part of pupil safeguarding and the home visits are very much part of this. The main change in the policy is when home visits will be completed. As of Monday 26<sup>th</sup> February 2024, home visits will take place on day two of absence (regardless of the reported reason) in order to check the welfare of the child and support parents in getting their child back to school at the earliest opportunity. Home visits will continue on a case by case basis where the child is absent from school for a prolonged period of time. The school will also visit families from day one onwards where they have access to other intelligence and/or concerns about safeguarding or poor school attendance. Each morning the plan for home visits is finalised with a member of SLT based on who is absent from school each day.

The updated Policy has been attached for you to view and can also be found on our website.

Thank you for your continued support with ensuring that all children attend school regularly.

Kind regards



**Miss Jodie Milson**  
**Head of School**