






## EMERGE SCHOOL

# Attendance Policy and Procedure Including Adverse Weather

## 2025 - 2026

 **Our Vision:** *A culture rooted in safety, where people feel seen, heard, included, and connected through authentic relationships.*

 **Our Mission:** *To create a safe and nurturing environment where everyone feels a sense of belonging, is empowered in their growth and learning, and is encouraged to embrace who they are and who they aspire to become.*

 **Our Values:** *At Emerge School, our values are the foundation of who we are, how we work, and what we believe in. They shape how we support young people and how we support each other.*

We are proud to uphold these four core values:



**Voice:** *empowering every voice to speak, shape and be heard*



**Connection:** *rooted in relationships, thriving through authenticity*



**Growth:** *evolving with purpose, innovating with heart*



**Inclusion:** *where every story begins, and every person matters*

Excel & Emerge Care was created to give children and young people with complex needs a safe, supportive place to grow and heal. Through residential care, education, and therapeutic support, we build stability, trust, and a future where children and young people can truly flourish

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This policy is in line with the Independent School Standards and the School Attendance: Guidance for maintained schools, academies, independent schools and local authorities published by the DfE (May 2022). It supports the ethos, mission statement and vision of the school and should be read in conjunction with other whole school policies, particularly those relating to Positive Behaviour Management, Anti-Bullying and Equal Opportunities.

## **1. Statement and Vision**

Emerge School aims to enable each child to make the maximum progress possible. It recognises the clear link between attendance, progress and attainment of pupils.

Emerge School is an independent school for pupils aged between 5-13 years experiencing social, emotional and mental health difficulties. Our pupils have often had disrupted attendance at school in the past, either via permanent exclusion, emotionally based school avoidance (EBSA) or school refusal, and may also have experienced several school placements. Our school seeks to provide a nurturing and supportive environment in which our pupils are able to find security and stability to enable their development and growth. We want our school environment to be a place where pupils want to come to learn.

At Emerge School, we believe that all of our pupils, regardless of gender, ethnicity, ability, disability or sexuality are entitled to a high-quality education that will maximise their life chances. The school values each pupil and is committed to providing all with a high standard of education and opportunities for learning in order that they can best enjoy the experiences, opportunities and rewards of adult life. We ensure that the curriculum provided for each pupil is appropriate to their attainment, capability and need, to enable each child to engage with the education and learning. We seek to work in partnership with pupils and their families so that children can be punctual and attend school regularly.

## **2. Aims**

The aims of this policy are:

- a. To ensure that all pupils have the best opportunity for education and learning, to enable their development and progress.
- b. To enable and promote good attendance and excellent punctuality.
- c. To encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole.

### **3. The Interests of Pupils**

Attendance lessons are planned to ensure progression in learning term on term and year on year. Progression means that pupils learn by building on previous learning. If a pupil has not accessed school through absence, either for a period of time or individual absences, learning patterns and habits will be disrupted. This has consequences for the individuals learning and for the learning of others.

Absence also may have an adverse effect on behaviour. A pupil may need to re-familiarise themselves with the expectations, rules, policies and procedures of the school. They may experience frustration which may be expressed in undesirable behaviour.

**Punctuality:** Arriving part way through a school session is disruptive to the late pupil, their class and members of staff. The pupils' learning is compromised when they are not accessing all the opportunities for learning available to them. The learning and concentration of others in the class may also be affected.

Good standards of behaviour are also jeopardised by a pupils' lateness. The pupil who is late may find it difficult to settle when opportunities for learning are already underway and other pupils may resent disruption. Persistent lateness will have a serious adverse effect on a pupils' learning.

**Future Focus:** Regular attendance and punctuality are a matter of interest to prospective employers and schools may be asked to give former pupils a reference. Regular attendance and punctuality can demonstrate that pupils are mature, reliable and take pride in their achievements.

### **4. The Law and Guidance**

In order to achieve the aims of the policy, all members of the school community have an important contribution to make (see also government guidance [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/67222/working-together-to-improve-school-attendance.pdf) )

The school will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance.
- Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors.
- Further develop positive and consistent communication between home and school.
- Ensure that those pupils who cannot access the school's curriculum (e.g., for health-related reasons) receive remote learning.
- Set targets to improve individual pupil and whole school attendance levels.

It is the duty of parents to ensure that their child receives an “efficient full-time education suitable to their age, ability, aptitude and to any special educational needs they may have” (The Education Act, 1996 s.7).

“If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, their parent is guilty of an offence.” (The Education Act, 1996 s.444)

**The term ‘parent’ includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.**

Under The Education (Pupil Registration) (England) Regulations 2006, as amended, the school is responsible for making sure it keeps an attendance register that records which pupils are present or absent at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

The school ensures that it codes attendance in accordance with the Department for Education’s School attendance: Guidance for maintained schools, academies, independent school and local authorities, May 2022.

Under the Education Act 1996, Local Authorities have statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. Where an offence has been committed a fine (Fixed Penalty Notice) may be issued or a parent may be prosecuted.

The Government’s regulations of September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013 are applicable to special schools not maintained by a local education authority. These are outlined under Leave of Absence below.

The school seeks to follow the guidance on Keeping Children Safe in Education (2025) and the advice of the Children Missing Education guidance (2016), to ensure that its processes in relation to attendance promotes and enables the wellbeing and safety of pupils.

The school will also seek to ensure that it considers its obligations under the [Equality Act 2010](#) and the [UN Convention on the Rights of the Child](#).

## **5. Responsibilities and Expectations**

The school’s Directors and the Chairman of the Proprietary Board give strategic direction to attendance. This includes developing a policy, promoting an ethos of good attendance, setting any targets (e.g., for whole school attendance or % of Persistent Absence), planning, monitoring, reviewing attendance, the Attendance Policy, and appointing a member with responsibility for attendance.

Emerge School has set an attendance target of 90% with a persistent absence target of no more than 20% for the academic year 2024-2025. This is set in line with National statistics. For those pupils who require a gradual transition into school, the school understands that attendance may fall below 90%. In this instance the school will also analyse the percentage of improved attendance compared to prior attendance together with an overall percentage of attendance of expected sessions.

The Headteacher and Senior Leaders ensure that the school's attendance is effectively managed. This includes ensuring that accurate records are kept in line with government guidance; evaluating whole school attendance data and individual cases where attendance is of concern; planning appropriate interventions; reporting to Directors and the Chairman of the Proprietary Board and appointing a member of staff to lead on attendance.

School Staff promote the school's ethos and set an example of attendance and punctuality, enable the school to keep accurate records of attendance and work in partnership with pupils and parents to enable children to attend regularly.

Pupils are expected to be on time for lessons and ready to learn.

Parents are expected to ensure that their children attend school regularly and punctually. If a child's attendance is 90% or below, they are regarded by the government to be a 'persistent absentee'.

Attendance of pupils who are deemed as at risk in line with our child protection policy will be closely monitored using a risk matrix graduated approach.

## **6. The School Day and Punctuality**

The school day starts at 8.55am and finishes at 3.00pm, however due to pupils needs and to prevent children being overwhelmed the arrival times of pupils is staggered. Morning registers close at 9.20am. Pupils will be marked with the attendance code "L", if they arrive before the register closes (between 9.00am – 9.20am). After 9.20am, pupils will be marked with the absence code "U", if they are late after the close of registers and no reason for their absence has been supplied to the school.

Pupils who arrive late can miss out on important information and learning opportunities, they can be confused, distressed or embarrassed because of a late arrival and also disturb the learning of others. There may be unavoidable reasons for lateness but parents and pupils are expected to be on time for school and ready for learning when the school day begins.

Parents who transport their children are encouraged to ensure that their children are on the school premises by 9.00am so that they are ready for learning when the school day begins. Parents whose children use transport arranged by a local authority or other providers should ensure that their children are ready to leave for school when their transport arrives.

On arrival, pupils are required to hand in all hand-held devices, such as mobiles phones, tablets, consoles etc. to the member of staff responsible. These will be locked away securely and returned to pupils at the end of each school day. All pupils will be offered breakfast on arrival.

## **7. Lateness**

If a pupil arrives at school after the school day has begun or leaves prior to the end of the school day, they will need to be signed in or out by the responsible adult.

Where there are delays to transport causing lateness, staff will determine the reason for lateness and will take any appropriate action with a view to improving punctuality.

Patterns of punctuality will be monitored across the school, and where this is concern for individual pupils, it will be addressed through the individual behaviour management plan which is in place for all pupils.

Where a child's lateness is a cause for concern, the school will notify the parents in writing, summarising attendance and minutes late for a specified period. The school may choose to invite parents to a meeting to understand the factors contributing to lateness and see whether support may be offered and/or set a punctuality target for a fixed period.

## **8. Absence**

Reporting an Absence: If a child is absent for any reason, the parent/carer should inform the school before 9.00am on each day of absence via the school office on 01782 890121 or by email to [office@emergeschool.co.uk](mailto:office@emergeschool.co.uk) , providing the school with a reason for absence and an expected date of return.

Should parents wish to discuss their child's absence in detail, please contact the school on 01782 890121 to discuss with the Attendance Lead.

Categories of Absence: There are two categories of absence:

- (i) Authorised (approved)
- (ii) Unauthorised (not approved)

Authorised Absence: Absences can only be authorised by the Headteacher. An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent.

Unauthorised Absence: An absence is classified as unauthorised when a child is away from school without the permission of the school. An absence can be unauthorised even if the child is absent with the support of a parent.

Any absences for which the school have received no explanation or when the school has reason to doubt the offered explanation will be recorded as an unauthorised absence.

A pupil's arrival after the close of registers, without an approved reason will be classified as an unauthorised absence.

## **9. Illness**

If a child is too unwell to come to school, parents should inform the school, as soon as possible on the day of absence. A child should return to school as soon as possible following recovery, even if it is at the end of the week.

If a child has a recognised contagious illness the school office will be able to advise how long they should be kept off school. If a child has a chronic, persistent or recurrent health issue this should be discussed with the Headteacher or Attendance Lead, to enable the school to consider how it may best support their learning.

If a child's health related absences mean that their attendance is causing concern, the school may ask the parent to provide medical evidence of illness – this could be an appointment card, a prescription, prescribed medication or a doctor's note. This will enable the school to understand the nature of the illness and to consider the authorisation of absence for reasons of illness whilst providing appropriate support.

Additional guidance can be found on the NHS website using the following link:

<https://www.nhs.uk/live-well/healthy-body/is-my-child-too-ill-for-school/>

## **10. Medical Appointments**

Parents/carers should seek to minimise absence for medical appointments by:

- Where possible, making medical appointments outside of school hours.
- Ensuring that the child is only absent for the time necessary to attend the appointment, where possible attending school before and after the appointment.

When a child has an unavoidable appointment during school hours the school should be notified of it at the earliest opportunity. The school may request evidence of the medical appointment. Pupils who are absent for part of the school day due to attending essential appointments will need to be signed in or out at reception by the responsible adult.

On occasions, where a child has regular medical appointments, which may fall during the school day, arrangements may be made for the appointments to take place on the school premises. The parent or school may choose to discuss the possibility of this, to minimise absence.

## **11. Leave of Absence**

The Headteacher shall not grant any Leave of Absence during term time unless they consider there are exceptional circumstances relating to the application.

Parents/carers do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. The Headteacher will determine how many school days a child may be absent from school if the leave is granted.

The school can only consider applications for Leave of Absence which are made by the resident parent, i.e., the parent with whom the child normally resides.

Applications for Leave of Absence must be made in advance and in writing to the Headteacher. Failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice. Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

## **12. Promoting Regular Attendance**

Emerge School promotes regular attendance and punctuality through all aspects of daily school life, for example, during lessons, assemblies, external courses, interviews, meetings, PSHE, careers, half-termly rewards, end of year rewards, parent consultations, progress reports, school events and modelling by staff.

Where it is appropriate, in accordance with the needs of the child, a part-time timetable may be put in place to support and enable integration to a full-time timetable. A part-time timetable would: identify the reasons for a part-time timetable, specify the timetable, include an action plan with review points to enable integration to a full-time timetable, be compiled with parental involvement and signed by the parent.

## **13. Monitoring and Responding to Absence**

Parents/carers may contact the school to discuss their child’s attendance by telephone or to request a meeting. The school is committed to the well-being and development of pupils. It would wish to consider a family’s needs and offer additional support where possible to enable a pupil to attend regularly.

The school operates a policy of first day absence calling – this means that if a child does not attend school and the school has not heard from a parent by 9.15am on the day of absence regarding this, staff will contact the parent by phone, text, dojo message or email. If the school has not heard from a parent concerning the reasons for absence by the end of the day, the school will continue to try to establish contact until a justification for the absence has been given by the parent. If the pupil has not attended for 2 consecutive days and no contact has been established a home visit will be arranged and, depending on the nature of the absence, a referral may be made to the local Children’s Safeguarding Board.

The school’s Attendance Lead will review whole school data at least half-termly, e.g., evaluating the data against the school’s target, past performance and nationally available data and analyse data in relation to specific groups, use of codes and persistent absence.

To contextualise and understand attendance, other data also may be considered, e.g., attendance of pupils at previous educational placements, number of previous education placements, duration of the current educational placement, travel distance/ time, and percentage of attendance on days when attendance is required (where a part time timetable is in place).

The school’s Attendance Lead will identify children whose attendance is of concern and consider appropriate intervention in accordance with the staged approach below. This will form an action plan with the aim of improving the child’s attendance.

<b>Staged Approach to the Management of Attendance</b>		
Whole school attendance is monitored at a minimum of every half term but more frequently as appropriate to the needs of the school. Attendance is more closely evaluated of pupils whose attendance is below the whole school target.		
<b>Stage</b>	<b>Trigger</b>	<b>Outcome</b>
<b>1</b>	Attendance falls below the whole school target and the child’s attendance is of concern (No acceptable reasons for absence given)	Letter 1 will be sent to parents/carers: <ul style="list-style-type: none"> <li>• Expressing concern about attendance</li> <li>• Informing the parents/carers of current attendance</li> <li>• Informing parents/carers of the nature of ‘persistent absence’</li> <li>• Welcoming the parents/carers to arrange contact with the school if they wish to discuss attendance further.</li> </ul> Attendance is monitored for a fixed period. A copy of the letter will be sent to the relevant Local Authority and Stakeholders.
<b>2</b>	Parents/carers have received a Stage 1 letter and attendance remains of concern. (No Acceptable reasons for absence given)	Letter 2 will be sent to parent/carers: <ul style="list-style-type: none"> <li>• Informing parents/carers of ongoing concern about attendance</li> <li>• Informing the parents /carers of current attendance</li> <li>• Reminding parents/carers of their legal responsibilities and the nature of ‘persistent absence’</li> </ul>

		<ul style="list-style-type: none"> <li>• Notifying parents/carers that the child's attendance is being monitored and of the duration of the monitoring period.</li> <li>• Welcoming the parents/carers to arrange contact with the school if they wish to discuss attendance further.</li> </ul> <p>Attendance is monitored for a fixed period. A copy of the letter will be sent to the relevant Local Authority and Stakeholders.</p>
<b>3</b>	Parents/carers have received a Stage 2 letter and attendance remains of concern. (No acceptable reasons for absence given)	<p>Letter 3 will be sent to parents/carers:</p> <ul style="list-style-type: none"> <li>• Informing parents/carers of ongoing concern about attendance</li> <li>• Informing the parents/carers of current attendance</li> <li>• Reminding parents/carers of their legal responsibilities</li> <li>• Requesting that the parents/carers provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence.</li> <li>• Inviting parents /carers, Local Authorities and relevant stakeholders to a meeting with the Attendance Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target.</li> <li>• Notifying parents/carers that should they chose not to attend, the meeting may take place without them and a target set.</li> </ul>
<b>4</b>	Parents/carers have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%) (No acceptable reasons for absence given)	<p>Letter 4 will be sent to parents:</p> <ul style="list-style-type: none"> <li>• Informing parents of ongoing concern about attendance</li> <li>• Informing the parents of attendance during the target period.</li> <li>• Notifying parents that the school intends to discuss their child's attendance with the relevant Education Officer.</li> </ul>
	During a monitoring period, attendance improves.	<p>A Letter of Praise will be sent to parents:</p> <ul style="list-style-type: none"> <li>• Informing the parents of attendance during the monitoring period.</li> <li>• Notifying parents that the school will continue to monitor attendance to ensure sustained improvement.</li> </ul>

## **14.ADVVERSE WEATHER CONDITIONS**

During the year there are occasions when we can experience adverse weather conditions. It is always very difficult when we have snow and ice to determine how this will affect travel etc. and I would ask that you follow the policy below if we experience any adverse weather conditions. Our policy is always to ensure children, parents and staff are kept as safe as possible.

Wherever possible the school will remain open, and staff will be here as normal. However, due to road and weather conditions some staff may be late arriving, and the start of the school day could be affected. We would ask therefore, that children do not arrive on these days until 9.30am or at the amended school start time stated in our communications.

We always hope to be open as normal, however, we feel you should be aware of the following procedures to be followed to avoid any confusion should severe weather conditions cause disruption.

### **Before the start of the school day**

The Senior Leadership Team, following advice obtained locally, will make a decision based on conditions at the school and the surrounding roads and footpaths as to whether it is safe to open the school.

A Dojo message will be sent by the Head Teacher to staff and parents by 7:30am.

- To enable the schools to open it may be necessary to delay the start time and again these details will be given to parents / carers via local radio.
- Parents/ carers are asked to note that it may not be possible for staff to answer the telephone, and we would ask that you do not call before 8.45am. Listening to the local radio for details of any closure is the preferred method of communication. Text messages will also be used to provide updates to parents and staff regarding any school closure due extreme weather conditions.
- Any closure will be detailed on the [www.stoke.gov.uk](http://www.stoke.gov.uk) and the school website [www.emergeschool.co.uk](http://www.emergeschool.co.uk)

### **During the school day**

- Once a decision has been made to open the school, weather conditions will be closely monitored and only in the event of an extreme decline will the school be closed and parents/carers will be notified by text message.
- If the weather becomes severe during the day, then parents/ carers may contact the school if they feel that they would like to collect their child early for safety reasons (i.e. travelling/walking long distances or collecting other children from local schools).
- The school will remain open until the end of the school day; however, if parents/carers are delayed due to the adverse weather conditions, they should contact the school as soon as possible to give an anticipated arrival time. Arrangements can then be made for the children to be cared for in school.
- Children will be supervised until a parent/ carer is able to collect them.

- Parents/carers must consider their own safety, traffic congestion and safety of others in these circumstances and understand that children at Emerge will be cared for until it is possible for them to be collected.
- Parents/carers must follow the paths/routes that have been salted/gritted.
- If poor weather conditions continue the Senior Leadership Team will decide if a next day closure is to be arranged.

### **Gritting Plan**

The school recognises that arrangements should be made to minimise risks from snow and ice. All reasonable efforts will be made to ensure that the provision remains open as normal. A risk assessment is in place which covers the hazards associated with snow and ice on the premises and identifies the control measures which need to be implemented. This risk assessment is reviewed annually during the Autumn term.

The Senior Leadership Team monitor local weather forecasts in order to react to situations as quickly as possible and implement any special measures. These measures may include staff starting work earlier to commence the gritting plan. Staff will attend the school sites as soon as possible in the event of snow and ice.

Areas will be cleared and treated with salt/grit to maintain clear pathways especially where temperatures remain below freezing.

- Entrances to the school will be cleared of any ice or snow.
- All fire escape routes will be cleared of snow and ice and gritted.
- Resources for gritting/ salting will be maintained at adequate level
- Any particularly hazardous areas will be fenced off or signs displayed.
- The local authority is responsible for gritting all external pathways and roads beyond the school property.
- Before the school gates are open and after school closes parents and carers are responsible for ensuring the wellbeing of their children.

#### **Staff will**

- Ensure children remain indoors when conditions are not safe for outdoor play. If children are taken outside, then a risk assessment will be undertaken.
- Make their way to school unless advised otherwise by the Head Teacher
- Keep the Senior Leadership Team aware if conditions deteriorate so that paths can be re gritted.
- Remain at school to supervise children unless directed otherwise.

**Appendices:**

1. Advice to parent/carers
2. Request for Term Time Leave
3. Approval Letter
4. Letter of Refusal
5. Registration Flowchart
6. Letter Example

## **Appendix 1 – Advice to parent/ carers**

### **TERM TIME LEAVE**

#### **ADVICE TO PARENTS/CARERS**

Amendments to the 2006 regulations were made by the Education (Pupil Registration) (England) (Amendment) Regulations 2013 and came into force on 1<sup>st</sup> September 2013.

The amendments made it clear that Head Teachers may only grant leave of absence during term time for exceptional circumstances. Any request for leave must be made in writing to the Head Teacher in advance.

There is no formal definition offered for exceptional leave at present by the Department for Education (DfE). However, from discussion with the DfE and professional associations, it is suggested that exceptional leave would be:

- Rare
- Significant
- Unavoidable
- Short

(National Association of Head Teachers, 2014)

Taking a child on holiday in term time interrupts learning and teachers have to spend time helping children catch up when they return. Parents/Carers should arrange holidays during the school holiday periods. The school is open 185 days per year which leaves 185 days of the year for holidays.

#### **Government website link**

<https://www.gov.uk/school-attendance-absence/overview>



Signature  
(Parent/Carer)..... Date .....

**Please make your request prior to making any bookings and at least four weeks before the anticipated leave date.**

**Appendix 3 – Approval Letter**

Dear

**Name of Child:**

**Re: Request for Term Time Leave**

Thank you for your request for term time leave.

I am in agreement this is for exceptional reasons and have authorised this leave.

This leave is recorded from

to

Should the leave be extended for any reason, the extension may be regarded as unauthorised absence which may be used in any legal action for poor school attendance.

Signature  
(Headteacher) ..... Date .....

**Appendix 4 – Letter of Refusal**

Dear

**Name of Child:**

**Re: Request for Term Time Leave**

You have requested ..... School days leave.

Your request for term time leave has been carefully considered but unfortunately it has not been possible to authorise it for the following reasons:

The reasons are not considered exceptional

The leave has not been requested in advance

Other


.....

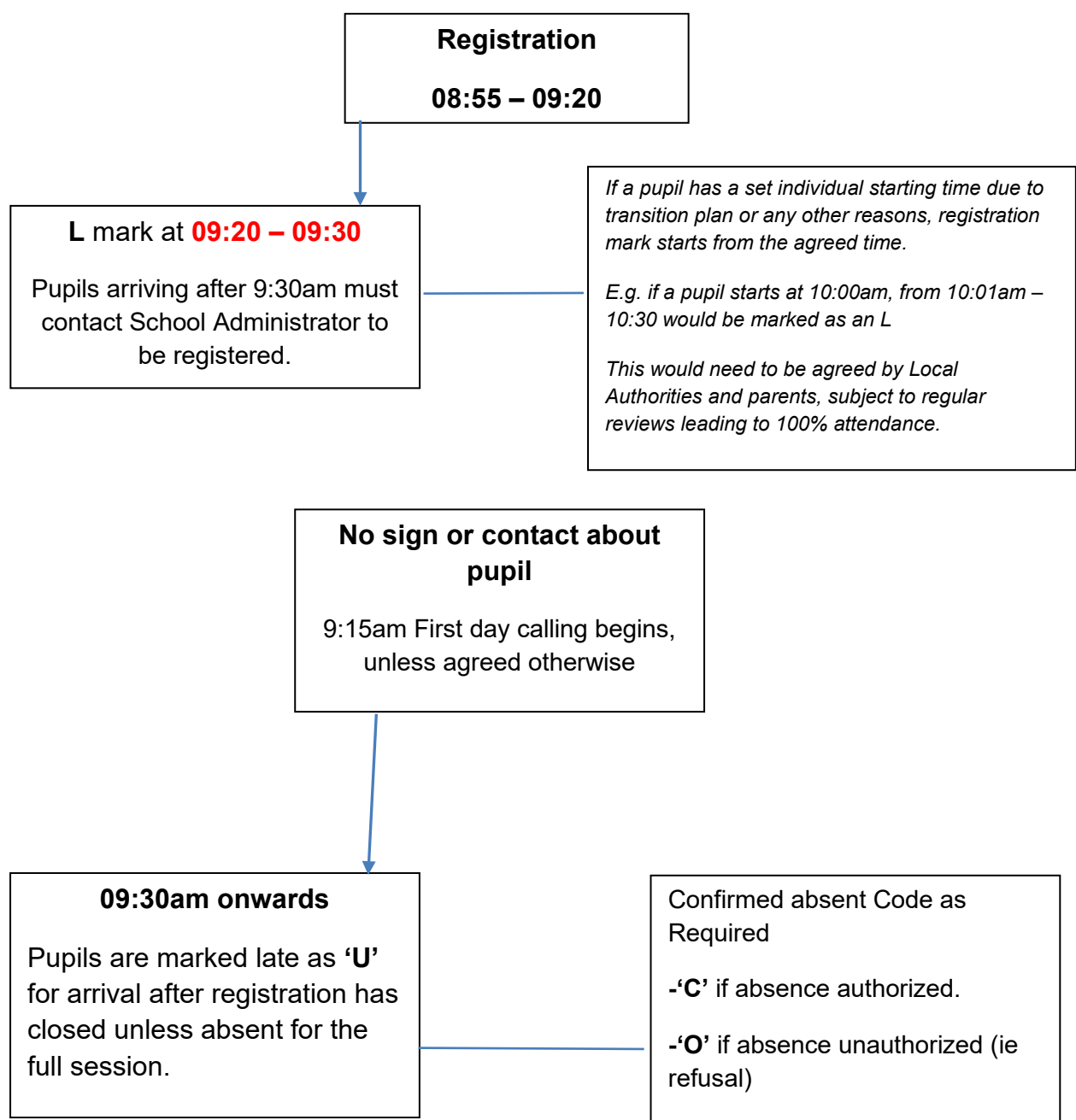
**Please be aware that if you decide to proceed with the unauthorised term time leave the school will inform the Local Authority who make take further action.**

Signature

(Headteacher) ..... Date .....

## Appendix 5

### Registration Flowchart



Appendix 6- Letters

Dear Parent/Carer

**Re: - Attendance**

At Emerge School, we are dedicated to helping every pupil achieve their full potential, and regular attendance plays a vital role in this. In line with the Local Authority's Attendance Policy, we monitor attendance closely to ensure all pupils can benefit fully from the education provided.

We want to bring to your attention that ..... attendance was .....% for .....Half Term 1, which, as I'm sure you'll agree, is something we need to address together.

If there are any challenges or concerns that might affect A..... attendance, please don't hesitate to contact us at **01782 890121**. We're here to work with you to overcome any barriers and support ..... continued improvement.

For absences due to illness or medical appointments, we kindly ask for supporting evidence, such as appointment cards or doctor's notes, for our records. This can be sent to or shared via DOJO message with. Please note that absences may be marked as unauthorised if this evidence is not provided.

We are committed to working with you to ensure ..... attendance continues to improve and look forward to seeing even more progress in the coming weeks. Thank you for your partnership and dedication to ..... education.

Kindest regards,



**Miss Mason**  
**Headteacher**

Review Date	<b>September 2025</b>
Reviewed By	Andy Gould
Next Review	<b>September 2027</b>
Summary of Changes	<p>First Edition  February 2025- Updated Deputy Heads details.  Sept 25, Headteacher details updated  January 2026 – Approved by Headteacher- Sarah Mason</p>

**Approved by:**



**Headteacher**

**Date 06-01-2026**