

1<sup>st</sup> September 2018

**Re: Attendance Policy**

Dear Parent,

The Academy's attendance over recent years has been consistently well above that of the national average and acknowledged by Ofsted in March as being 'very strong' - [2018 Ofsted Report](#).

To continue this trajectory of sustained improvement, a number of changes have been made to the Academy's [Attendance Policy](#) which are summarised below.

Firstly, with reference to section 1.1, the Academy's target for all pupils is to achieve an attendance of **100%** to afford them the best opportunity to fulfil their potential. It is important that all pupils understand the importance of attendance and this is reflected in the Academy's expectations.

Attendance %	Description
100	This is in line with the Academy's expectations.
92 – 95.9	This is a cause for concern and is below what the Academy expects.
Under 92	This is a major cause for concern and is significantly below what the Academy expects. All attendance under 92%, without medical evidence, will be classed as 'unauthorised' and will be reported to the Local Authority. This may lead to a Penalty Notice (fine) or prosecution.

Attendance %	Number of Days Absent	Approximate Number of Weeks absent
100	0	0
95	9	2
90	19	4
85	29	6
80	38	8
70	57	12

Secondly, with reference to section 1.2, I wish to remind you that medical appointments should be made outside of school time. I accept that in some cases this is not possible and, in such instances, I would urge you to make the necessary arrangements to ensure your child receives their registration mark e.g. ensuring that the appointment is after morning (9.00 a.m.) or afternoon (12.30 p.m.) registration.

Thirdly, with reference to section 1.3, I have clarified the 'catch-up' procedure in respect to those pupils whose attendance falls below a certain threshold and/or who take unauthorised holidays.

Fourthly, with regards to an application for leave of absence during term time, the application and accompanying FAQ have been reviewed and can be found in Appendix 1.

Lastly, with reference to section 1.6, the Academy has reviewed its policy of attendance-related commendations. This will be launched with pupils in the second week of the Autumn Term and, in the case of the 'star badge' system, pupils will be rewarded retrospectively for the academic year 2017-18.

If you have any questions regarding attendance, please refer these to Assistant Principal, Mr. M. Cartlidge [MCartlidge@eastwood.southend.sch.uk](mailto:MCartlidge@eastwood.southend.sch.uk)

Thank you for your continued support.

Yours sincerely,



Mr. N. Houchen  
Principal