



3rd October 2022

Dear Parent/Carer

School Attendance

We always look to resolve attendance issues by working together with learners and their families. There is clear empirical evidence which shows that time missed in school can have an adverse impact upon achievement both in terms of academic subjects but also in general personal development.

The national attendance assessment, upon which the government, OFSTED, the Local Authority and, perhaps most importantly, future education providers and employers judge performance is:

100% - Outstanding

95-99.9% - Good (The national target)

90-94.9% - Requires improvement

Up to 90% - Inadequate

A learner achieving 90% would, over the course of their secondary education, miss half a year in school. Research also shows that each drop of 10% in attendance leads to at least one grade being lost in each GCSE subject. Each day off accounts for 0.6% lost out of the year. We do recognise that achieving 100% is extremely difficult, and will involve an element of luck in that your child doesn't pick up any bugs, get injured or have family emergencies etc but we hope it is something that you and your child will aspire to.

In Cohort 10 our learners begin to consider their post-16 education / training. The school will be asked to provide references which will, along with other issues, include attendance data. We do of course explain the situation where the child has a medical condition which keeps them off school.

Taking these issues into account it is important that you are aware of what will happen in the event that your child has "persistent absence" (considered less than 90%). In doing so we are aware that acute and/or chronic medical conditions (including poor mental health) will adversely affect attendance. We will first try to resolve issues on an informal basis taking into account particular circumstances but if this is unsuccessful we are now required to adopt the formal legal process and report to the local authority. This will result in a letter outlining their attendance figure in the hope of improved performance. If it is unsuccessful, you will receive a second letter inviting you into school in order to discuss the matter and plan a way forward. The next step will, if necessary, result in a legal warning letter indicating that if attendance still does not improve we are required to make a referral to Essex County Council Education Compliance. Whilst the Compliance Team will try to work with families, they are also prepared to initiate the legal process which can result in fines and/or Court summons

Importantly do note that unauthorised holidays will be included in any referral. It is general policy that requests for holiday leave will be refused.

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Our attendance policy is available on the school's website.

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENT ABSENCE STUDENT?	
Half-term 1	3 ½ days off school from September until October half-term holiday will make your child a PA student.
Half-term 2	7 days off school from September until the Christmas holiday will make your child a PA student,
Half term 3	10 days of absence from September until February half-term will make your child a PA student.
Half term 4	12 ½ days of absence from September until the Easter holidays will make your child a PA student.
Half-term 5	15 ½ days of absence from September until May half-term will make your child a PA student.
Half-term 6	19 days of absence for the full academic year (September to end of summer term in July) will make your child a PA student.

This letter is being sent to all families so there is no ambiguity over the school's approach to poor attendance. However, I hope that we can work together to ensure that your child attends school every day unless there is a significant reason preventing it.

Yours sincerely



James Saunders
Headteacher