



21st April 2021

Dear Parent/ Carer

As we enter the summer term, we wanted to remind you of our process regarding student absence. There are some minor changes to our procedures so please take some time to read through the 'Attendance Guide' attached. You may also want to read our 'Attendance Policy' [here](#).

In order for students to maximise their learning and achieve the highest attendance, we will be adhering to the following procedures:

- 100% attendance will be celebrated termly with a letter home and House Points for the appropriate house.
- A letter will be sent to any parents of a student whose attendance falls below 96%.
- Medical evidence will be required for any absence after this first letter has been sent.
- If attendance does not improve, parents will be asked to attend a meeting so we can work to support each other in improving attendance.
- If attendance concerns continue after this meeting, we will refer to the Local Authority for Educational Welfare Officer support and a potential Fixed Term Penalty Notice to be issued.
- Please be prepared to provide medical evidence if your child is unable to attend school.

The vast majority of our students have excellent attendance and we thank you for your continued support in ensuring your daughter/ son is in school and able to access all learning opportunities.

If you have any questions regarding attendance, please contact:

Mrs E Hore E.Hore@tsatrust.org.uk

Yours faithfully

Mrs Liz Hore
Attendance Improvement Co-ordinator

Mr Shaun Willis
Deputy Headteacher