

Dear Parent/Carer,

This is a letter to all parents as I appreciate I delivered a lot of information in the parent information evenings. I am writing to you to inform you of all attendance procedures so that you have complete clarity on our systems and update you on some changes we have made after receiving feedback but also inline with DfE guidance.

The theme within all of our systems is we will always listen, empathise and support but we will not tolerate poor attendance. Everything we do in regards to attendance is to support your child in attending school. There is a wealth of evidence nationally and within our own school to show that high attendance to school has a high impact on the grade pupils receive in Year 11.

1.0 Absence reporting

Please can you report absence in two ways:

1. Using the student absence line. 6th Form is now included in the all pupil absence line.
2. Email studentabsence@haggerston.hackney.sch.uk

Please provide clear information regarding the illness and the symptoms they are experiencing as we do not accept 'sick' or 'unwell'. Please report before 8.20 to avoid receiving an unauthorised absence text.

2.0 Rewards

Please check the parent bulletin each week as the highest tutor group in each year group will receive a weekly early lunch pass from Student Services. We will also notify you when it is attendance and punctuality week as the highest tutor group in each year group will receive a pizza lunch.

3.0 Medical Evidence

We require medical evidence for 3 consecutive days worth of absence or a doctor's note for 5 more consecutive days of absence.

In addition to this, you could receive 3 forms of communication in relation to medical evidence.

1. If your child has had 2 days of absence in a row you will receive a text or call.
2. If your child has 6 days worth of absence over a Half Term, we will write to you requesting whether you need support for low attendance or whether there is a medical concern we are not aware about for low attendance and how we can then support this.
3. We have not received communication from yourselves regarding the low attendance and now future absences will need to have medical evidence otherwise they will be unauthorised.

4.0 Unauthorised absence

We take our safeguarding responsibilities incredibly seriously and this is the core principle around the absence text messaging and phone call system. We send the unauthorised text message or make a phone call home because if we have not heard from you about an absence, we assume that your child should be coming to school.

If your child arrives late after 10am they will also be deemed to have an unauthorised absence for the morning session. This will impact their attendance figures but also trigger Education Welfare Officer investigation and support.

5.0 Letters & Reports

Attendance letters are sent to you to highlight the importance of attendance, notify you of the current position and then offer support. We will always listen, empathise and support but we will not tolerate poor attendance. Letters follow a process and explain future processes to inform you of every step in order to prevent shock when attendance has reached the involvement of the Education Welfare Officers. We would like to work with yourselves to help improve attendance.

Pupils are placed on report to encourage them to attend school and re-engage them. If pupils do attend, they receive a citation as a reward.

Designated Safeguarding Lead & Attendance Team