



# MAIDEN ERLEGH

## CHILTERN EDGE

Headteacher: Miss M. Green

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Dear Parent/Guardian

17 June 2019

### **School Attendance**

Attendance to school is key to success, as we cannot teach a student who is not present in the classroom. We appreciate that children are unwell from time to time and that there can be exceptional circumstances for absences, but we ask that you think very carefully about keeping your child off school unless necessary. In the event that any child feels unwell during the school day we will send them home if need be.

The government classifies students with attendance below 90% as Persistent Absentees and schools are obliged to report on these children. Our school attendance target is 95%.

We encourage every child to attend school every day, but if your child is absent for whatever reason, please can you notify the attendance team by using the following email:

[absenceandmedical@maidenerleghchilternedge.co.uk](mailto:absenceandmedical@maidenerleghchilternedge.co.uk) If your child is absent you need to have emailed this email address by 8.30 on the day of absence. This needs to be done on each day of absence. We are likely to still give you a call to confirm the absence. All absences require supporting evidence. Please also use this email to report any absences through essential appointments – ideally these should be reported in advance.

If your child's attendance falls below 95% you will be contacted by the Attendance Officer, either via a phone call or a letter to determine the reasons for absence. The student will be placed on a monitoring list and a request made for your support in ensuring it improves immediately.

If your child's attendance falls below 90% you could be called to meet with us to discuss barriers to attendance, any support that needs to be put in place and to agree a plan to improve your child's attendance.

Monitoring of attendance is carried out by the Inclusion Team. Students are referred to the Education Welfare Officer when their attendance has dropped below 85%, or where their attendance is cause for concern (for example extended absence). The Attendance Officer will, if necessary, refer parents to the Educational Welfare Officer for prosecution.

If you require any further information on our attendance policy, it can be found on the school website:

<https://www.maidenerleghchilternedge.co.uk/attachments/download.asp?file=133&type=pdf>

Finally, we are here to help. If you are experiencing difficulties with your child's attendance, particularly if they are having health problems, please talk to us. We will be able to discuss the issue and find ways to support you.

Thank you again to the vast majority of you who support your children by making sure they come to school every day.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'S. Grindey'.

Miss S Grindey

Assistant Headteacher - Behaviour, Culture and Safeguarding