

# Newlands Girls' School

**Courage Commitment Compassion**

Headteacher: Miss J. Capon



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AM/KW

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Dear Parents and Carers

As we move into the new calendar year I would like to remind you about the importance of good attendance and what Newlands is doing to support your child in achieving this.

We have recently introduced a new Attendance Policy; which you can find on the school website. In this document, we are asking that all Parents and Carers will:

- Not keep their child away from school to help at home or to look after other members of the family
- Talk to their child about school and what goes on. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Inform the school on the first day of absence and all subsequent days, unless the school has indicated otherwise
- Discuss with the Head of Year any planned absences well in advance
- Support the school in aiming for 100% attendance each year for their child
- Make sure that any absence is clearly accounted for by:
  - Emailing the school
  - Messaging via EduLink
  - Phone calls
- Avoid taking their child out of school for non-urgent medical or dental appointments
- Only request leave of absence if it is for an exceptional circumstance
- Put requests for absence in writing. These requests should be sent to the Headteacher using the 'Request for Term Time Absence' form, available from the school website.

We know through research that students who attend school are more likely to do well and achieve their full potential both academically and personally. To give your child the best chance possible they need to be in school. It is the responsibility of parents and carers, staff, students and governors to ensure all students have good attendance.

## Holidays

Holidays during term-time **will not be authorised**. Any planned absence needs to be agreed by the Headteacher and will be granted on a case by case basis and in advance. Any holidays or periods of absence taken which have not been approved will be recorded as unauthorised absence and may result in a fine.

## How we will support your child's attendance

At the same time the policy sets out a wide range of measures and support your child will receive, to ensure they have the best attendance and therefore life chances.

One change is that if your child's absence is seen to be declining or not improving you will be invited to have an attendance meeting with your child's Head of Year or Form Tutor.

## Fixed Penalty Notices (FPNs)

Fixed Penalty Notices may be issued in cases where students are either absent from school without authorisation or when an absence is linked to a holiday application that has not been authorised. Further information on FPNs can be found here: [School attendance and absence: Legal action to enforce school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-attendance)

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### Attendance rates

There is a clear link between attendance rates and high achievement. Good attendance is seen as being at least 97%. Attendance below 95% is a cause for concern and below 90% is classified as persistent absence.

Missing just a few days from school may seem unimportant and harmless however the impact to a student's education should not be underestimated. A 90% attendance rate over a child's time at school means they have missed 4 weeks of school. Across a student's entire school life this would mean that by the end of Year 11, the equivalent of a whole school year will have been missed. On average 17 absences during a school year results in one less grade for a GCSE. The following table shows the amount of learning time lost through absence.

Attendance rate	Equals days absent	Equals weeks absent	Number of lessons missed
95%	10 days	2 weeks	50 lessons
90%	20 days	4 weeks	100 lessons
85%	30 days	6 weeks	150 lessons
80%	40 days	8 weeks	200 lessons

### Using Edulink to monitor your child's attendance

The introduction of Edulink allows you to keep track of your child's attendance each day and over time. Please do use Edulink regularly to discuss your child's attendance. Form Tutors will be using Edulink to monitor attendance for students and you can find further information on how to review attendance in the Edulink guide that was recently sent out. It is also possible to report absence via Edulink.

### Who can I contact?

To report an absence, you can contact the Attendance Office by phone: 01628 502663 or email: [attendance@newlandsgirls.co.uk](mailto:attendance@newlandsgirls.co.uk). You can also report an absence via the Edulink app or website.

If you are concerned about your child's attendance, in the first instance please contact their Form Tutor or Head of Year. I would like to take this opportunity to thank you for working with the school to ensure your child has the best possible attendance and is able to fulfil their potential.

Yours sincerely



Mr A. Morbey  
Deputy Headteacher