

AMC/324.LCO

27<sup>th</sup> September 2021

Dear Parent/Carer,

Stowmarket High School is working hard to improve attendance and you as a parent/carer can help your child to reach their full potential by supporting their attendance in school. If a student's attendance is 96% and above, it has a strong positive impact on their exam results.

A standard issue letter will be sent to all parents/carers whose child's attendance drops below 96%

If attendance rises, then the school will take no further action. However, if attendance continues to fall, the school will send out a second letter where parents/carers will be expected to provide medical evidence for further absences. Medical evidence that will be accepted will be appointment cards, date stamped and signed by a receptionist, a copy of prescriptions or medication, (school is happy to take copies of these if required), and a Doctor's or Consultant letter if your child has an on-going illness. Students are expected to attend school before and or after any medical appointments, only the time required to attend the appointment will be authorised, unless there are exceptional circumstances.

It is a parent/carer's responsibility to inform the school on the first day of absence and any subsequent days of further illness. This can be done by leaving a voicemail message clearly stating the reason, the students name and form group and expected date of return on 01449 613541 option 1. Should we not receive a valid reason for absence the student will receive an unauthorised mark on their record. An accumulation of 7 unauthorised marks will result in a Penalty Notice Fine being issued or a referral to the Education Welfare Officer.

We are not permitted to, and will not authorise, leave of absence during term time except in exceptional circumstances. Exceptional circumstances may include such occasions as family bereavement or participation at a high level in a representative activity. We will not authorise family holidays as a matter of course. Under no circumstances will authorisation be given during, or in the two weeks before an examination period. All requests should be submitted in writing, a request for planned absence form can be obtained from the school office.

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 carefully about keeping your child out of school. There is strong connection between attendance and achievement at school. Absence is proven to have a significant negative impact upon a child's educational attainment.

Yours sincerely

*A. McLellan*

Mr McLellan

Assistant Headteacher

*K. Mason*

Mrs K Mason

Attendance Officer