



Alderton Hill, Loughton, Essex IG10 3JA

t: 020 8508 1173 (no fax available)

e: office@rodingvalley.net www.rodingvalley.net

Roding Valley

HIGH SCHOOL

Head of School: Mrs S Jenner
Executive Headteacher: Mr P Banks

January 2018

Dear Parent/Guardian's

We are writing to all parents/guardians to outline our attendance expectations and to highlight the importance of regular attendance to school.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their potential. The attendance pattern for all children is monitored weekly with the school seeking to work actively with parents to ensure that regular attendance is maintained. The Department for Education has published data that clearly shows the link between attendance and attainment. This highlights the fact that there will be an impact on your child's education and exam results if attendance is not consistently above 96% throughout their schooling. In line with this our school target is a minimum of 96% over a school year.

Minor ailments, such as a headache or colds etc, are not acceptable reasons for failing to attend school. Repeated absences may require the school to request that you obtain medical evidence from your doctor's surgery or local pharmacy as recommended by the Government. We encourage parents to send students into school unless they are very unwell. If they do feel ill they can go to the medical room and if necessary a member of staff will contact you to come and collect your son/daughter.

Obviously we understand that at times it is unavoidable and children are genuinely unwell. We also understand that all students are individual and some have medical conditions which prevent them from attending school at times.

Parents and students are often surprised when their level of attendance is pointed out to them. Having an odd day off every few weeks seems acceptable, but this soon adds up, any time absent from school will lead to a loss of momentum in terms of your child's learning. It is virtually impossible to make the time up and it cannot replace the time spent in lessons with the specialist teacher. The key phrase is "Every day counts". Below is a table showing the number of lessons missed over an academic year.

No. Whole Days Absent	No. of Lessons Missed	% Attendance Over the Year
4	20	98%
7.5	37	96%
10	50	95%
13	65	93%
15	75	92%
17	85	91%
19	95	90%
21	105	89%
25	125	87%
28	142	85%



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Initially if we are concerned about your child's level of attendance we will write to you to address our concerns (this is regardless of the absences being authorised or unauthorised by the school). In some cases we may ask you to attend a meeting to discuss our concerns. Where there are critical concerns a Legal Action Warning letter may be issued which can lead to a referral to the Missing Education and Child Employment Service.

In September 2015, the Government reduced the threshold of what they constitute as a 'persistently absent' student from 15% to 10% of time lost from school. This means that a student with an attendance of 90% or below will be classed as a persistent absentee (PA), **regardless of whether the school has authorised or unauthorised the absence**. This equates to 19 days of absence across the academic year.

As a school we can offer you support if you are having problems with your child's attendance and actively encourage you to contact us should you have any concerns or questions. If you would like to discuss any aspect regarding your son/daughter's attendance or punctuality please do not hesitate to contact us. Please work with us to achieve our attendance target for the school and for your child.

For further information on our school attendance procedures please see our Attendance Policy on our website, alternatively please contact the school and a hard copy can be sent to you.

Yours faithfully

Handwritten signature of Mrs J Low in blue ink.

Mrs J Low
Attendance & Welfare Manager

Handwritten signature of Mr K Cheema in blue ink.

Mr K Cheema
Deputy Headteacher