

School Absence Line: 01789 209296
Email: attendance@stratfordschool.co.uk



Dear Parents & Carers

Re: Termly Attendance Newsletter Year 7 – 11

24 April 2026
Ref: JWi/ATT

The summer term is well under way, and we welcome blue skies and warmer weather!

The Department for Education (DfE) national priority for educators, is to secure excellent attendance levels and educational outcomes for all young people. As a school following guidance 'Working Together to Improve School Attendance' we are expected to meet statutory responsibilities alongside Warwickshire Attendance Service (WAS), regarding attendance and absence monitoring protocols. Please note students below 90% attendance (**persistent absence category**) are monitored by the local authority (WAS). Repeated unauthorised absence from school may result in a WAS monitoring attendance target being set to parents / carers.

Local Authority Statutory Absence Reporting.

The school reports to the local authority the following absences: - 15 days consecutive or cumulative illness absence, all unauthorised leave of absence, unauthorised absence of 10 days per month and unauthorised late arrival to school.

Regular school attendance is essential to secure social, emotional and academic outcomes for our students. Being in school ready to learn, to make the most of educational opportunities and extra-curricular activities of offer, will ensure your child thrives enabling them to reach their individual potential to feel proud of their achievements and success.

Under section 7 of the Education Act 1996 parents are legally responsible for making sure that their children receive an efficient **full-time education** suitable to their needs.

Daily attendance is expected for all students with support put in place where appropriate, unless there has been an agreement from school to confirm otherwise. This will ensure students receive their entitled education and their learning is not dis-advantaged through repeated absence. Schools are expected to monitor absence closely to identify barriers to learning and to encourage improved levels of attendance when necessary. Continuity of learning, progress and outcomes, require dedication to study, self-belief and a determination to aim high.

Engagement and encouragement from home to support a shared duty of care is essential, to guide young people to develop into the very best version of themselves, to become valuable members of the local community and wider society.

We understand and appreciate there are many factors including physical and emotional health needs, alongside family concerns that may have an impact on school attendance. To support students and families we will listen with a careful and sensitive approach to your child's needs, to provide appropriate guidance, and intervention. Our aim is to enthuse, inspire and engage all students to develop confidence and personal resilience year on year.

95 - 100%	Good to excellent attendance level - on track for personal success
93 - 94%	Attendance v Attainment concern – daily absence to be closely monitored and contact with home to be made when necessary to help identify barriers to learning
90 - 92%	At risk of persistent absence – Pastoral Support Attendance Meeting required in school to include the College Leader & Attendance Team to develop an appropriate action plan
Below 90%	Persistent Absence – Warwickshire Attendance Service (WAS) monitoring and formal referral when relevant – may result in a parenting contract being issued

Stratford upon Avon School
Mr N Wallace – Headteacher
Alcester Road, Stratford upon Avon
Warwickshire, CV37 9DH

 www.stratforduponavonschool.com
 01789 268051
 [@strauponavonsch](https://twitter.com/strauponavonsch)
 staff@stratfordschool.co.uk

For additional support options for both students and parents including external agencies, please visit the Pastoral Support Hub section via the school website <https://www.stratforduponavonschool.com/pastoralsupport>.

Attendance Matters - polite reminder

- **Travel** - please ensure students arrive at school to start their **Period 1 lesson at 8.45a.m prompt**. Please allow extra time to accommodate the volume of traffic at peak periods, roadworks, temporary traffic lights etc if travelling by car.
- **Absence** - please report student absence including a morning medical appointment or late arrival, to the **24hour student absence line 01789 209296** or by emailing attendance@stratfordschool.co.uk before 9.00a.m on each day of absence, to support school safeguarding routines.
- **Minor ailments** - please consider **medication** such as **pain relief** or **throat lozenge** etc, to send your child into school if appropriate. A full day absence is to be avoided, if possible, to reduce any gaps in learning.
- **Health** - a **single case** of vomiting may be due to a number of factors and in such cases your child is fine to be in school as soon as symptoms ease and they feel well again.
- **NHS guidance** - if your child has **repeated episodes** of sickness or diarrhoea, please keep them off school for a **48-hour recovery period** after their last episode of ill health.
- **Medical appointments** - we would prefer your child to register in school at **A.M & P.M roll call** in their **P1 & P4 lesson**, to receive an attendance mark and leave school when necessary to attend their appointment by signing out at the Attendance Support Room (ASR). Please write a note in the school planner.
- **Unwell in school** - should your child become unwell during the school day, or have an injury or accident, they must visit first aid staff in the ASR to be assessed. When appropriate ASR staff will make a call to the parent/carer.
- **Persistent Absence Level (below 90%)** - medical evidence may be requested when appropriate by the school, to ensure the validity of absence or where a reasonable adjustment (less than a full-time education) is requested by the parent. Evidence may be a medical appointment card/letter/text message, copy of a prescription, photo of named and dated medication issued or professional healthcare letter to school.

Leave of Absence Applications

Please note *'generally the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.'*

Applications will be considered on a case-by-case basis and must be made in advance by the primary carer. Approval will be granted in 'exceptional circumstances' only. In line with local authority guidelines unauthorised leave of absence will be referred to Warwickshire Attendance Service (WAS), for consideration of a £160 fixed penalty notice per student/per parent. Please see the attached additional information.

Student Personal Data

To comply with the School Attendance (Pupil Registration) (England) Regulations 2024 and Data Protection expectations, it is vitally important that Stratford upon Avon school keeps accurate and up to date information relating to every pupil on roll. The information we are required to record includes:

- Pupil's full legal name (and if appropriate, their preferred name).
- The name, address and contact details of every person known to the school who is a parent* to the pupil with whom the pupil normally resides (this is the address that has been used to register with their GP).
- The name, address and contact details of any additional parent* and any other emergency contact detail.

We request that if you **change your contact number, move home or there are any other circumstances which may impact your child, the school is notified as a priority**. Please make any amendments by emailing admin@stratfordschool.co.uk.

*N.B. *The Education Act 1996 defines a 'parent' as a). any natural parent, whether married or not, b). any parent who, although not a natural parent, has parental responsibility as defined in the Children Act (1989) for a child or young person c). any person who, although not a natural parent, has care of a child or young person.*

For further attendance and absence information please refer to the school website and school Attendance Policy. If you have any concerns regarding your child/children's school attendance, please do not hesitate to contact us.

Your sincerely

Mrs J Wilkinson, Attendance Improvement Officer

