

Student Absence Line: 01789 209296

Email: attendance@stratfordschool.co.uk



Dear Parents & Carers

23 September 2026

Re: Termly Attendance Newsletter Year 7 – 11

The autumn term is well under way, and we look forward to seeing students in school **each day** to make the most of their learning opportunities including extra-curricular activities. A very warm welcome to our new Year 7 students who have settled in extremely well.

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 and provide guidance with a careful and sensitive approach. Our aim is to develop student confidence and resilience year on year enabling them to thrive; to reach their individual potential and to feel proud of their achievements and success.

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

Attendance Matters - polite reminder

- **Travel** – students are expected to arrive on time to start their **Period 1 lesson at 8.45a.m.** Allowing extra time to accommodate the volume of traffic at peak periods, roadworks, temporary traffic lights, if travelling by car.
- **Absence** - 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. This supports school safeguarding routines.
- **Minor ailments** - consider **medication** such as **pain relief** or **throat lozenge** to support daily attendance (if appropriate). A full day absence is to be avoided to save students becoming dis-advantaged in their learning.
- **Health** - a **single case** of vomiting may be due to several factors; in such cases your child is fine to be in school as soon as symptoms ease and they feel well again.
- **NHS guidance** – for **repeated bouts** of sickness or diarrhoea a **48-hour recovery period** (after their last episode of ill health) is recommended.
- **Medical appointments** – we ask students to register in school at **P1** to receive an attendance mark, to then leave at the appropriate time by signing out at the Attendance Support Room (ASR). Please write a note in the school planner to confirm a leaving time.
- **Unwell in school** – students who become unwell during the school day or have an injury or accident, are to visit first aid staff in the ASR to be assessed. When appropriate staff will make a call home.
- **Ready to Learn** – kindly ensure students are well equipped for their day, wearing the correct uniform, access to a student planner, phones on silent and out of sight etc.

To protect learning, progress and educational outcomes, please be mindful of student absence. Reducing the number of lessons missed is essential; this often leads to gaps in subject knowledge requiring catch up and may ultimately weaken assessment grades.

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.

Stratford upon Avon School

Mr N Wallace – Headteacher

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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 - Attendance Target to be set when appropriate
Below 50%	Severe Absence - Warwickshire Attendance Service (WAS) monitoring – Attendance Target to be set when appropriate

Persistent Absence Level - (below 90% attendance)

Medical evidence may be requested by the school to continue to approve absence, or where a reasonable adjustment is requested by the parent/carer to support long-term physical or emotional ill health (less than a full-time education). Acceptable evidence includes medical appointment cards/letters/text messages, copy of GP prescription, photo of named and dated medication or professional healthcare letter.

Warwickshire Attendance Service (WAS)

The local authority monitors the following absences from school:

- 15 days consecutive or cumulative illness absence.
- All unauthorised 'leave of absence'.
- Unauthorised absence, including unauthorised late arrival to school.

Leave of Absence Applications – information attached

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's school attendance, please do not hesitate to contact us.

Your sincerely

Mrs J Wilkinson

Attendance Improvement Officer

