

Dear Parents & Carers

Re: Attendance Newsletter – Termly Information

21 January 2026
Ref: JWi/ATT

Welcome back to the spring term.

The Department for Education (DfE) priority is to secure improving levels of school attendance, to reduce the national persistent absence rate, with the local authority (LA) actively monitoring students of concern to comply with statutory responsibilities. To achieve this, children must attend school regularly (**every day the school is open**), to value educational opportunities and to ensure absences do not dis-advantage learning. Support and encouragement from home is essential, to guide young people to become the very best version of themselves. Continuity of learning, progress and outcomes at school, require dedication to study, self-belief and determination to aim high, for students to reach their individual potential.

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.

We understand and appreciate there are many factors including physical and emotional health needs, alongside family concerns that may have an impact on a student attending school. 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, enabling them to be in school developing resilience year on year, feeling proud and confident in themselves.

It's sometimes all too easy not to realise how absences are mounting up, and odd days may not seem significant, however **every day** counts as an investment towards your child/children's success.

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>.

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

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 knowledge.
- **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.
- **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).
- **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 by the school to continue to approve absence, or where a reasonable adjustment 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/academy 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*.
- Any other emergency contact details.

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