

Aspiration  
Respect  
Endeavour

Alderton Hill, Loughton, Essex IG10 3JA  
t: 020 8508 1173 e: office@rodingvalley.net  
www.rodingvalley.net  
Headteacher: Mrs S Jenner  
Chief Executive Officer: Mr P Banks



Roding Valley  
HIGH SCHOOL

September 2019

Dear Parent/Carer

### Roding Valley High School Attendance Expectations & Guidelines

I am writing to all parents/carers to outline our expectations regarding attendance and to highlight the importance of regular attendance to school. Firstly we would like to congratulate you and your child if he/she managed to achieve above 96% attendance for the last academic year, your support is much appreciated, and your child's good attendance will be reflected in their progress.

Regular attendance at school is essential to ensure uninterrupted progress and to enable children to fulfil their full 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 an academic 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 parents/carers obtain medical evidence from their 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 students do feel unwell they can go to the medical room and if necessary a member of staff will contact the parent/carers to come and collect the student.

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 may prevent them from attending school at times. If this is the case for your child please make sure you inform us of the condition, (please note you may be asked to provide medical evidence for this).

I would also like to take this opportunity to remind parents/carers that the current law does not give any entitlement to parents/carers to take their child out of school during term time. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 prohibits Headteachers granting leave of absence to a student except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

If a holiday is not authorised, and is taken without permission, a penalty notice will be issued by the Local Authority.





Parents/Carers 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". On the next page there is a table showing the number of lessons missed over an academic year.

Initially if we are concerned about a child's attendance and it drops below the 95% threshold we will write to the parents/carers to address our concerns (this is regardless of the absences being authorised or unauthorised by the school) and in some cases we may ask the parent/carer 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 Local Authority.

In line with Government legislation, any student who misses 10% or more sessions of school, that means any student with an attendance percentage of 90% or below, is categorised as a Persistent Absentee (PA), **regardless of whether the school has authorised or unauthorised the absence** - 90% equates to 19 days of absence across the academic year.

As a school we can offer parents/carers support if they are having problems with their child's attendance and actively encourage them to contact us should they 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.

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. Should you wish to discuss any attendance issues regarding your child please contact Mrs Low our Attendance & Welfare Manager or your child's Year Progress Leader.

Yours faithfully

Mrs S Jenner  
Headteacher



<b>No. Whole Days Absent</b>	<b>No. of Lessons Missed</b>	<b>% Attendance Over the Year</b>
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%