

Dear Parents/Carers,

We are extremely impressed with how students have returned to this school this academic year; it is lovely to see our students enjoying a more normal school day and we hope that they have enjoyed the half term.

We would like to take this opportunity to remind Parents and Carers around the importance of students attending school full time and the process for reporting absence.

We do recognise that some students will need to be absent for an extended time due to contracting COVID-19 and please refer to the Reporting Absence section in this letter which details how to inform the school of this absence. Where a student is having to isolate due to COVID-19, home learning will be provided as detailed on the [Home Learning](#) section of the school website.

Whole School Attendance

Absence disrupts the education of the individual student and the whole class and we want students to be absent from school as little as possible. Historically, students who are continually absent from school:

- do not achieve well in exams
- find it difficult to maintain friendships
- are more likely to become involved in crime
- miss out on opportunities in further education and the world of work?

How does your child compare?

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means his number of lessons missed
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons

Absence can only be authorised by the Head Teacher, within the boundaries set by the Education (Pupil Registrations) (England) Regulations 2006.

Head Teachers may not authorise leave during term time except where the circumstances are exceptional.

Please remember that parental illness, going shopping, visiting family, truancy, not wanting to go to school, alleged bullying (speak to school immediately to resolve the issue), family holidays are not acceptable reasons to be absent. All of these will be recorded as unauthorised absence, including if your child arrives at school after the close of registration.

Family emergencies need careful consideration. It is not always appropriate or in the best interests of the child to miss school for emergencies which are being dealt with by adult family members.

Being at school with support from staff and peers can provide children with a safe and familiar background during times of uncertainty.

It is a parent's legal responsibility to ensure their children receive appropriate education. Failing to send your child to school regularly without good reason is a criminal offence.

Reporting Absence

If your child is going to be absent from school, it is important that the school is made aware.

Reporting Same Day Illness

If a student is going to be absent from school due to illness, then a Parent or Carer must complete the 'Same Day Absence Form'. This can be accessed from the school website by clicking the blue banner or clicking [here](#).

This form will need to be completed by 8:30am to ensure the attendance marks are updated. If this form is not completed Parents/Carers may receive a truancy call.

The Headteacher may require further evidence to authorise an absence and if this is the case the attendance team will be in contact.

Please note that this is the only way of informing school of a 'Same Day Absence' due to illness, parents/carers should complete this form each day their child is absent from school due to illness.

Reporting Future Absence

Future absence can only be authorised by the Headteacher and evidence must be provided. Parents/Carers will need to email attendance@arthurterry.bham.sch.uk to inform the school of a future absence.

The attendance team may ask you to complete a Leave of Absence form in advance, which will then be passed to the Headteacher to review.

When emailing the attendance team please include any appropriate evidence to support the absence such as:

- Medical appointment card with one appointment entered
- Letter from a professional such as a hospital Consultant or Psychologist
- Evidence of a consultation with NHS 111
- Medication prescribed by a GP
- Copy of prescription
- Print screen of medical notes
- Letters concerning hospital appointments
- Evidence of a positive Covid-19 test

If evidence is not provided then the absence will be marked as unauthorised until evidence is provided.

Punctuality

Finally, we wanted to remind Parents/Carers that students need to be on school site by 8:45am to ensure they are at registration for 8:50am. Any students who arrive after 8:50am will be given a late mark and a same day 30-minute detention. If students arrive to school after 9:10am their morning session will be marked as an unauthorised absence.

If you have any questions or queries regarding attendance or punctuality, please do not hesitate to contact the attendance team via attendance@arthurterry.bham.sch.uk.

Thank you for taking the time to read this information and I hope you have a wonderful half term break.

Yours faithfully,

The Leadership Group