

18th March 2024

Dear Families,

This school year, as you know we have welcomed Mrs Bailey to our attendance team. I have also been asked to oversee attendance from a leadership position. This means that Mrs Bailey and I monitor the attendance of all children at school. We will be working within the Department of Education guidance alongside the school policy to drive attendance so that it is in line with the nationally expected standard.

Currently, school attendance sits at around 90.9%, this is significantly lower than the expected level.

We are required to send formal letters and follow formal procedures when attendance drops below 90% (which equates to 19 days off/ 4 weeks/ 100 lessons), this is a directive that as a school is expected of us. Although we understand formal letters can be upsetting, it is important that you are kept well informed of your child's attendance levels. We are always happy to discuss attendance letters that are sent home.

Our aim is to ensure all children attend as much school as possible and that all the communication around attendance is supportive. We wish to work with children and families to remove barriers to attendance through building strong and trusting relationships, whilst working together to put the right support in place.

If you wish to read the DfE guidance, it can be found here:

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance#full-publication-update-history>

The school attendance policy is here, for you to read: https://www.salmestone-tkat.org/files/ugd/9a2d99_15318b308233425f8746d72fcb6b13ad.pdf

I hope that this is a useful attendance overview, as always we are always happy to discuss attendance.

Thank you for your support with this important matter,
Kind regards,
Mrs Cooper

