



Framwellgate School Durham
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September 2023

Dear Parent or Carer

As we start the academic year, I would just like to outline the expectations and procedures that we follow as a school regarding attendance. We follow guidance from the Department for Education and the local authority in developing our policy and procedures with the aim of promoting excellent attendance and punctuality.

The importance of attendance to school is clear – both for the social benefits for students but also the direct link to their progress in learning. Days missed can lead to challenges for students in keeping up with their classmates, consolidating prior learning and performance in assessments.

We understand there can be barriers to attending school, but these are our expectations:

The role of students

- To attend school every day, on time and prepared to learn.

The role of parents/carers

- To ensure their child gets to school as this is their legal duty
- To call the school telephone number (0191 3866628 Option 1) before 8.30am **each day of absence** or report an absence on the Class Charts app.
- To work closely with the school to discuss any barriers to attendance and seek positive solutions.

The role of the school

- To set clear routines and expectations for attendance, lateness and absence and support parents/carers and students in achieving these.
- To keep accurate registers of attendance
- The school will contact parents/carers by telephone on the first day of absence where no contact has been made and on occasions when the absence is a particular cause for concern.
- From the second day of absence the parents/carers should expect a phone call from the year team.
- From the third day of absence school will instigate a home visit by a member of the pastoral team or Family Liaison Manager wherever possible.

The Attendance team who will support your child are:

- Mr Fran Ward – Assistant Headteacher (oversees attendance in school)
- Mrs Lesley Gordon – Attendance Improvement Co-ordinator (provides stage warnings)
- Mrs Donna Smailes – Family Liaison Manager (works closely to support families)

Year group pastoral managers:

- Year 7 – Mrs Knaggs
- Year 8 - Mrs Cresswell
- Year 9 – Mr Chivers
- Year 10 – Mrs Burr
- Year 11 – Miss Surtees

If you have any concerns please contact the school and the relevant member of the team will respond to you.

Yours sincerely

A handwritten signature in blue ink that reads "Fran Ward". The signature is written in a cursive style with a large initial 'F'.

Fran Ward
Assistant Headteacher