



4th July 2024

Dear Parents and Carers,

At Longbenton High School, we take pride in the relationships we develop with parents and the support we put in place if a child needs some extra attention to make academic and social progress. We take the same approach to attendance and if it becomes evident that you may need support in order to achieve the high expectations we have for attendance, we will contact you.

**Next week we will be carrying out a 'count me in' week. The focus of this initiative will be to ensure we have the highest possible attendance and punctuality at school** and that students are in their classrooms on time. As a way to support families who may find attendance difficult, we may conduct some home visits so we can further highlight the support available to families. Our ambitious school target for attendance is 96% for every child. Unfortunately, our current attendance for the whole school is 91%, so we are working hard as a school to improve this and need your help too.

Remember our school day starts at 8.45am. Your child needs to arrive promptly so they can have a calm start to the day. We are making some tweaks to the consequences for students who are late to school.

Please be aware of the following:

- Internal school gates will be locked when the 8.45am bell is sounded.
- Students late between 8.45-9.00am will be taken to the main hall and issued with a lunchtime reflection (supervised lunch) on the same day.
- If a student fails to attend the lunchtime reflection they will be issued an after school reflection (45mins) on the same night.
- Students who attend school after 9.00am will be issued an after school reflection (45mins) on the same night.
- Students need to be in the main hall at 12.15pm (KS3) or 1.15pm (KS4). Students will be allowed to get their lunch after 15 minutes and then return to the main hall until the end of lunch. If students need the toilet they can use the accessible toilet opposite the main hall.

We recognise that, on occasion, absence is unavoidable. When this is the case it is important that school is notified, with a reason, at the earliest opportunity. However, we also ask for your support in encouraging your child to come to school and 'give it a go' wherever possible.

Yours faithfully

A handwritten signature in black ink that reads "Kelly Holbrook".

Kelly Holbrook  
Headteacher