



Dear Parents/Carers,

As we welcome our students back to School, we thought it would help to remind all parents and carers that attendance at school is now compulsory. As the Prime Minister has said “children need now to be back in school as a national priority”.

We understand that this may be a stressful time for both you and your child. You may have many questions or concerns regarding your child’s return. If you do you should contact our attendance team to discuss those so that we can make arrangements to ensure your child is supported back into education as quickly as possible.

Below I have detailed the main points of the attendance procedures that will be in place this academic year.

### Attendance Procedures

- We have high expectations that our students will attend school regularly and on time. Anything below 95% attendance at any stage of the year is a concern to us.
- If we start to have concerns with your child’s attendance we will contact you to offer any necessary support. Likewise, if you start to become concerned, please contact your child’s Form Tutor in the first instance by calling the school. However, there is an Attendance Team in school, you can contact them directly for support with getting your child into school.
- If your child’s attendance continues to cause concern or they have 3 broken weeks of education, you will receive a letter informing you of this and asking you to contact the Attendance Team, who will be able to offer you advice and support. We will continue to monitor your child’s attendance as part of our in-school attendance monitoring procedures.
- If there is no improvement in your child’s attendance or they have 4 weeks of broken education, you will be invited to a meeting with your child’s Year Inclusion Manager and a member of the Attendance Team. The purpose of the meeting is to look in detail at your child’s attendance pattern, and put in place an Attendance Action Plan. At this stage, consideration will be given as to whether any other support services can help you and your child to improve their attendance. This will be reviewed periodically and we will write to you regarding the outcome.
- If your child’s attendance has still not improved after this has been reviewed or they accrue more broken weeks, a further meeting will be arranged at school with a senior member of staff. At this meeting you will be reminded of your legal responsibilities regarding attendance at school.

## **What do I need to do if my child is going to be absent from school?**

If your child is unable to attend school, please contact us by 8.40am calling the absence line on 0161 494 1222 or email [absence@wernethschool.com](mailto:absence@wernethschool.com). Please state the reason for absence and when they are likely to return. We ask parents to contact the school each day their child is absent as we have a legal and safeguarding duty to know where all our students are. If we do not receive contact from you about your child's absence we will follow this up thoroughly-this may include a visit to your home. On return to school, your child's Form Tutor will discuss the reason for absence and any ways they can support them.

### **Leave of absence request**

Only the Headteacher has the authority to authorise leave of absence and he is authorised to do this only in **exceptional circumstances**.

- Parental requests must be made in writing to the Headteacher at least 2 weeks prior to the period of absence. These can be sent to the attendance team in school by using email: [attendance@wernethschool.com](mailto:attendance@wernethschool.com), and will then be discussed with the Headteacher.
- School will not apply blanket policies to approve/reject all applications.
- All requests will be considered on their own merits. You will receive notification of the decision.

In summary, we would appreciate your support in ensuring your child gets into routines of regular attendance. Good communication between school and parents / carers is absolutely essential. If there are any issues affecting your child's attendance that you would like to discuss, please do not hesitate in contacting our Attendance Team.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Andrew Conroy', with a stylized, cursive script.

Andrew Conroy  
Headteacher