



Sedgehill School

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Dear Parents/Carers

As it is the start of a new year and following our successful move into the new building I would like to remind you about the importance of good attendance and punctuality. All our data shows that good attendance and attainment are linked; the more time your child spends in school the more academically successful they are likely to become.

I am sure you agree that in order for our young people to flourish they need to attend school regularly to learn both academically and socially, as well to become fully rounded members of the community.

As you are aware, the Government has set all schools extremely stringent attendance targets that prevent us from authorising any absence from school for anything other than medical reasons. It is a parent/carer's responsibility to ensure that a child attends school regularly and on time.

School starts at 8.30am sharp. The school library (LRC) is open from 8.15am.

The enclosed chart should help you understand how easily attendance is affected, just ten days away from school over a school year takes attendance down to 95%.

Every six weeks you will receive a letter about your child's attendance. If attendance falls below 85% your child will be closely monitored by the Year Leader and the Attendance Team. Attendance that falls below 80% is very serious and we may decide to issue court warning notices which may result in parents/carers being fined for their child's poor attendance in school.

We understand that young people may suffer with ill health from time to time. If your child is absent from school because of illness please telephone the school to make us aware of this. Our attendance number for KS3 (Years 7, 8 and 9) is 0208 461 9158 and the number for KS4 (Years 10 and 11) is 0208 461 9153. If your child has a medical problem, please let us know, there may be ways in which we can support their attendance. We may also be able to put you in touch with the relevant professional in order to have the problem investigated. The school has a qualified First Aider and our nurse visits regularly, so should your child feel unwell they will be looked after and sent home with your agreement if necessary. Some children wake up in the morning feeling a little unwell. Please send them in because most young people feel better once they are in school.

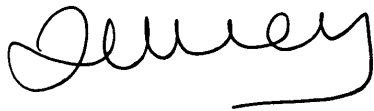
All time off due to sickness should be supported by medical evidence.

We do not recommend you take holidays in term time. The law states that the school have a duty to ensure that each child receives their full entitlement to education. A two week holiday means that a child misses ten days of school which is fifty lessons.

Although the Head Teacher has the power to authorise up to ten days a year, it is **not** a parental right to withdraw your child from school for a holiday, even if authorised it counts as 'absent'. Holidays of more than ten days in one period or over the course of the year will not be authorised. Should you wish to request a holiday in term time, a Holiday Request Form should be completed and permission sought from Mrs Willey.

I am sure that you will continue to support Sedgehill in all its efforts to improve attendance rates for all students. If you wish to speak further about attendance please speak to your daughter/son's Year Leader or contact Laura Annansingh in the Attendance Office.

Yours faithfully



Sue Willey
Deputy Head

