



Think for yourself, act for others

Mr D Murphy, Attendance Manager

Dear Parents/Carers

I am writing to remind you about some of the School's processes and procedures around attendance.

The school's attendance target is 96%. Your child's attendance will fall below this if they miss more than seven days of school in the academic year 2016/17. This may sound like a high expectation, but the average attendance of the UK's working population over the last 30 years has been between 97% and 98% - and that is achieved with far fewer holidays than students get.

Any absences must be reported to your child's Assistant Head of Year (AHOY) as soon as possible, preferably before 9am. If your child is absent and we haven't heard from you, you will receive a reminder via text message to call your child's AHOY with a reason for their absence.

Medical appointments should be made outside of school hours wherever possible. Most Health Centres in Cheney's catchment area are open until at least 6pm during the week, and some run evening sessions one day a week or are open at the weekend. If it is not possible to get an appointment outside of school hours, please ensure your child is at school **before and after their appointment**. Students who miss **any part** of the school day for a medical appointment should have a note in their planner from you or an appointment slip from the medical professional. **Students may not be allowed to leave school without a note.**

Planned absences during term time. The school will only authorise planned absences during term-time in **exceptional circumstances**. These include family bereavements, or exceptional opportunities for educational development.

Persistent Absenteeism. According to Department for Education guidelines, any student with an attendance below 91% is classed as a Persistent Absentee. The parent/carers of any student who falls in to this category could be subject to legal action from the Local Authority by way of a fine or, in some circumstances, a court summons.

The key to good attendance is awareness. The Attendance Manager, AHOY, and Heads of Year will monitor individual, year group, and whole school attendance, but it's equally important for parents and students to know and monitor their own attendance. Attendance will be included in next year's tutor time activities, and you will also be able to keep an eye on how your child/ren are doing through the SIMs Learning Gateway. If you have any concerns about your child's attendance, please contact the relevant AHOY using the cut-out and keep contact details overleaf.

You can find more information about attendance here: www.cheney.oxon.sch.uk/Attendance-and-Punctuality

Yours sincerely,

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