



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"

7 September 2023

Dear Parent/Carer

Attendance – Expectations and Procedures

Welcome back – we hope that you and your families have had a fantastic summer.

The purpose of this letter is to remind returning families and introduce new families to the school's attendance procedures, as well as outlining our expectations with regards to attendance and punctuality.

Outstanding attendance is integral to students achieving outstanding progress and success in their Year 11 and 13 exams. Here at Newstead Wood School the target for all students is 100% attendance. The minimum expectation that we have for students is 96% attendance – this equates to 1 day of absence in 5 weeks.

As a school we aim to support students and their families with their attendance and celebrate high attendance. Each week all students that achieve 100% attendance will receive a celebration postcard via email to thank them for their efforts.

All students that achieve the school's 96% minimum expectation by the end of the academic year will also be invited to attend a celebration trip. An invitation will also be subject to students meeting the behaviour expectations within the school. Parents and carers will receive an email every two weeks giving their child's attendance figure; you can also check their attendance on the Arbor App at any time.

The Department for Education's benchmark for persistent absence is anything below 90% attendance. Where a student's attendance falls below 90%, our attendance team will communicate with you via one of our staged letters. The purpose of this letter is to acknowledge that there may be a need for additional support to improve the student's attendance. The aim is that following receipt of one of our staged letters we should see an improvement in attendance, but where this does not occur it may be appropriate to progress to the next level of attendance intervention and support.

We understand that some medical appointments are beyond the control of parents/carers but we ask that wherever possible any appointments are made outside of school hours so as to not impact upon your child's attendance.

If your child is unavoidably going to be absent from school (eg. due to illness) we ask that you contact the school by email (attendance@newsteadwood.co.uk) or telephone by 8.30am on each day of absence, providing a detailed reason for their absence and where possible supporting this with medical evidence.

Headteacher: Mr Alan Blount, MA, BSc, QTS

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If your child is due to be absent for an extended period of time we ask that a leave of absence form is completed and delivered to the school in person or via email (attendance@newsteadwood.co.uk). The form and a complete copy of our attendance policy can be found [on the school website](#).

We look forward to working closely with you this year. Newstead Wood School takes great pride in supporting students to achieve outstanding attendance to enable them to achieve outstanding outcomes in Years 11 and 13.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'B. Williams', is written over a faint, light blue grid background.

Mr B Williams
Assistant Headteacher