



Hebburn Comprehensive School

Campbell Park Road, Hebburn, Tyne & Wear, NE31 2QU

☎: 0191 4833199 ✉: office@hebburn.net 🌐: www.hebburn.net



SB/KFM

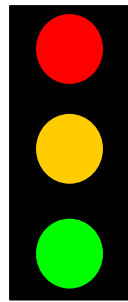
Head Teacher: Mr D R Thompson

7 September 2021

Dear Parent/Carer

I am writing to inform you that, from Wednesday 8 September 2021, we will be trialling a new attendance system in school. At Hebburn Comprehensive, we believe that in order to facilitate the highest standards of education and to secure the best possible outcomes for students, excellent attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

For the duration of the trial, we will be operating under the following traffic light system:



Red – Danger Zone - **Below 91%**

Amber – At Risk Zone – **92% - 96%**

Green Zone – Safety Zone – **97% and Above**

Key information:

The new attendance program follows a 4-stage monitoring process, which is intended to improve pupil attendance levels and maximise learning potential. We endeavour to give our pupils the very best start in life and have high standards in relation to expectations about attendance and punctuality.

From September, the following 4-stage process will be used to monitor your child's school attendance:

Stage 1 – If there are emerging concerns about attendance, a letter will be sent out reminding parents/carers of the importance of good attendance.

Stage 2 – If no improvement is made following Stage 1 and there is additional absence, which causes further concern, another letter will be sent home. This letter will include a parent survey, requesting more information regarding the barriers to your child attending school, so that we can identify ways to support your child and put appropriate intervention in place. At this stage, we would encourage parents/carers to arrange to speak to school about any concerns they may have in relation to their child's attendance.

Stage 3 – Pupils continue to show little, or no improvement and attendance has deteriorated even further. A letter will be sent home advising that the pupil is now on a four-week monitoring period. During this monitoring period, 100% attendance is required, unless medical evidence can be provided.



learn | achieve | aspire | succeed

Stage 4 – Pupils who are absent within the four-week time frame, and who, therefore, do not pass the four-week monitoring period, will be moved to Stage 4 and considered for referral to the local authority. Our aim is for our pupils to have excellent attendance and punctuality and we ask for the co-operation of parents/carers with this matter.

Above 97%: Less than 6 days absence a year

Pupils in this group will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will get into the habit of good attendance, helping to prepare them for the world of work.

95%: 10 days absence a year

Pupils in this group are likely to reach their target grades and form a habit of attending school regularly.

92%: 15 days absence a year

Pupils in this group are missing three weeks of school per year; it will be difficult for them to achieve their target grades. The school may consider referring pupils with this level of attendance to the Local Authority.

90% or below: 19 days (or more) absence a year

The Government categorise pupils in this group as 'Persistent Absentees'. It will be almost impossible for these pupils to keep up with their schoolwork, due to gaps in learning caused by absence. Parents/carers of pupils in this group could face the possibility of legal action from the Local Authority.

You can help us by:

- Encouraging your child to attend school.
- Encouraging them to be punctual.
- Contacting school on the first day of an absence.
- Continuing to notify us of any further absence.
- Informing us of any changes or circumstances which might affect your child or their attendance.
- Supporting your child and the school by attending meetings and keeping an open dialogue.
- Ensuring that medical appointments are made outside of school time, wherever possible.
- If medical appointments do need to take place during school hours, your child should attend school before and after their appointment.
- Ensuring that holidays are not taken during term-time.

Please note that we are not able to grant leave of absence during term time, unless there are exceptional circumstances, and we ask for your support with this matter: please keep family holidays to outside of term-time.

If you do have any queries about the attendance trial outlined above, please do not hesitate to contact me.

Yours sincerely

S Burdis

Mrs S Burdis
Assistant Head Teacher