



Dear Parents and Carers,

In recent years there has been a national drive on improving school attendance, which goes alongside updated guidance from the Department for Education coming into force this academic year.

The updated guidance highlights the importance in schools developing strong relationships with families to identify barriers to attendance and working jointly to remove them – stressing the role of ‘attendance contracts’ or ‘action plans’ to support with this. It also provides new guidance around legislative practices such as attendance coding, admissions processes and fixed penalty notices. The framework can be viewed in full [here](#) but further specific details are included below.

Why is attendance important?

- Attendance is essential for pupils to get the most out of their school experience, including their attainment, wellbeing and wider life chances.
- There is a significant correlation between examination results and school attendance. An attendance rate of 90% means that students miss nearly 100 lessons across a school year which will inevitably lead to gaps in skills and knowledge.
- Government research suggests that good school attendance is an important protective factor and can positively influence future opportunities and reduce the risk of harm.
- Good attendance and punctuality prepares students for adulthood.
- Good attendance supports in building social skills and relationships which can help with personal development.
- The law on school attendance: every child of compulsory school age is entitled to efficient, full-time education. Parents have a legal duty to ensure their child receives education, when registered at a school and to ensure good attendance.

What will we do to support good attendance?

- Have open discussions with you and your child – every young person and family has their own individual situation
- Raise the profile of attendance with all stakeholders and embed it as a whole school priority
- Use of attendance action plans
- Report on attendance on a half-termly basis to parents and carers
- Support from the Education Welfare Officer if appropriate
- Adhere to our school attendance protocols (available [here](#))



We recognise that there are times that absence is inevitable, such as for medical reasons, but please do ensure to contact us regarding any absences and we will be available and proactive in improving attendance where possible.

It is also important to highlight the reference to Fixed Penalty Notices in the national guidance; an information page explaining how these work is included with this letter.

Although there is a lot of information here, ultimately, we want to work with you to ensure that your child has a positive experience at The Emmbrook School and leaves with the best possible outcomes. Should you ever need any support or have any questions then please do not hesitate to contact your child's form tutor, year leader, Miss Horne (Associate Senior Leader responsible for attendance - ehorne@emmbrook.wokingham.sch.uk) or myself.

Best wishes,
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