

## TGS - ATTENDANCE - SEPTEMBER 2023

Friday, 22/09/2023  
16:52

To Prime Parents of: 

 EMAIL



Dear families

As the autumn term progresses, we have started to see an increasing number of absences of students from school. Therefore, we feel it is a good time to send out some information that we hope you will find supportive.

Please use our website page <https://tgschool.net/attendance> as a point of reference for key information. This includes our policies, expectations and links to our Early Help offer and the School Attendance guidance from Suffolk County Council. For your convenience, I have attached hyperlinks to the SCC website for you to review the Parent FAQs for both [school attendance](#) and [fixed penalty](#) notices.

We have also received guidance from the Department for Education (DFE), Government and The Chief Medical Officer on attendance expectations. They have written to schools to provide a clinical and public health perspective on mild illnesses and school attendance. Below is the link sent to schools on this guidance. We feel it is important to make you aware of this and what the government is asking of schools, Headteachers and Trusts. <https://www.gov.uk/government/publications/letter-to-school-leaders-on-mild-illness-and-school-attendance/letter-to-school-leaders-on-mild-illness-and-school-attendance>

To help support this message and the DFE guidance, that underpins the work we do, we have also attached to this parent mail information from our Trust regarding when students **should and should not** be kept off from school. We do hope this helps as a reference for you.

We recognise that students can become ill during the year. When a student is unwell, we appreciate the time they need to recover but would request the soonest return when they are well. If there are any barriers to attendance or returning from illness, then please do inform us in a timely manner so we can work with you to support the absence and subsequent process of re-attending school. This can be done via our dedicated email [Attendance@tgschool.net](mailto:Attendance@tgschool.net)

To support our mutual working for school attendance, we have added some key reminders below that we hope you find helpful.

- Please take any holiday during the school holidays. Holidays in term time will be subject a fixed penalty notice.
- Please call the school before 8.30am where possible if your child is not going to be at school. It saves us having to call you when you may be at work. You can also email Mrs Griss at the address highlighted above.
- If your child is regularly off due to illness, we will communicate with you for a meeting to see how we can help.
- Absence due to illness can be unauthorised if we suspect your child is well enough to come to school or are made aware of other circumstances.
- If your child comes into school late and after the registers are closed, this will count as 1 session of unauthorised absence.
- Too many unauthorised absences will result in a fine or a referral to our School Attendance Support Officer at Suffolk County Council.
- If your child has a medical appointment, please give school a copy of the appointment so we can authorise the absence.
- If you know there is an unusual or unexpected reason for your child's absence, please talk to us ahead of time (if possible). We may then be able to agree to authorise the absence.
- Whilst a 90% rate in a test or exam is positive, for attendance, 90% and below is regarded as a student being persistently absent. This will invoke follow up work and communications.

- If you or your child have any worries about what's happening or has happened in school, please bring your child in to school and talk to us about it. Do not give your child a day off.
- Students should not call home and then report to student services saying parents are on the way to collect them, this absence may be unauthorised. Students should report to student services if feeling unwell and parents will be contacted if necessary.

Where attendance levels have dropped, you may receive a letter or a phone call from the school. Please note that this is with the intention to raise awareness and be supportive in the first instance.

Finally, we have integrated a new MIS (management information system) that feeds into Go 4 Schools. This currently is taking a few extra days to update attendance data and percentages onto the parental 'app'. If you have any concerns over attendance, please speak to Mrs Griss but we have been advised this will resolve itself moving forward.

I hope this email and any initial letters sent are received in the spirit that they are intended, that for being supportive. We hope you can support us in ensuring attendance of your child(ren) is a priority.

Yours sincerely.



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