



Shrewsbury Road, Church Stretton Telephone 01694 722209
Shropshire, SY6 6EX E admin@csschool.co.uk
www.churchstretton.shropshire.sch.uk



Headteacher: Mr J Parr BA Hons

Thursday, 2 February 2023

Dear Parents/Carers,

Re: Attendance

As we head towards half term, we would like to thank you for supporting us in improving our attendance figures in the light of the scarlet fever outbreak towards the end of last term.

However, we would also like to remind all parents of the important role they play in securing good attendance for their child. As you may be aware, the law entitles every child of compulsory school age to an efficient, full-time education and it is the legal responsibility of every parent to make sure their child receives that education. Parents also have an additional legal duty to ensure their child attends school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances, such as being too ill to attend. This is essential for students to get the most out of their school experience, including their attainment, wellbeing, and wider life chances.

The guidance highlights how parents are expected to:

- Ensure their child attends every day the school is open except when a statutory reason applies
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g., sickness)
- Only request leave of absence in exceptional circumstances and do so in advance
- Book any medical appointments around the school day where possible

Our school attendance target for this year is 96%, so we expect all students to be at or above this figure. Some parents misunderstand attendance data - while 90% may be good as a mark in a test, in attendance terms it means one day a fortnight being missed. I have attached a poster to this letter that shows in real terms the number of days missed in relation to percentage attendance. If a child has less than 90% attendance, the Department for Education classes them as being persistently absent from school. Where support is not working or being engaged with, it may be necessary for the Local Authority to enforce attendance through legal intervention (including prosecution as a last resort). All parents can view their child/s current attendance in Go4schools.

To improve attendance, maintain high levels of attendance and minimise persistent absence we will:

- Have high expectations for every student's attendance at school
- Communicate these expectations clearly, strongly and consistently to parents and to students
- Explain to parents and students why good attendance is important and how it helps students to achieve
- Listen to parents carefully to find out why their children are not attending well enough so that we can act accordingly
- Challenge parents who do not make sure that their children attend, but also offer support where needed

- Ensure that attendance is always recorded accurately
- Systematically analyse attendance information so that we can see patterns and trends

We realise that there may be occasions when your child will be too ill to attend school. However, your child could go to school, if they have one of the following symptoms:

- Headache
- Earache
- Stomach ache
- Cough
- Cold
- Sore throat

Should this be the case, you could give them paracetamol and plenty of fluids to drink before school.

Students are also allowed to bring a single dosage of pain relief with them to school (as per our medical policy).

As you will be aware, teachers and other school staff will usually attend work if they have a cough, cold or sore throat, as would most parents.

However, if your child has diarrhoea or is vomiting, they need to be kept off school until they are better. However, as in all cases of illness, parental judgement should be used to decide whether to keep the child off school and for how long. If the vomiting is caused by an allergy or travel sickness, it may not be necessary for the child to have time off school.

If your child is not going to be in school, please call school on 01694 722209 (Option 1) or email our attendance officer at jackie.rowley@cssschool.co.uk to report their absence. Please do this before 8.40am on the first day of the absence and on every other day of absence that follows.

Where possible, dentist and medical appointments should be made outside of school time. Any requests for a leave of absence must be submitted on a LATT form that can be found on our website. Parents should be aware that holidays during term time cannot be authorised.

If you would like to discuss any matters relating to your child's attendance, please contact their Head of Key Stage in the first instance:

Key Stage 3 – Mr Wright philip.wright@cssschool.co.uk

Key Stage 4 – Mrs Dixon louise.dixon@cssschool.co.uk

Thank for your support in securing good attendance for your child.

Yours sincerely



Mr M Longhurst
Assistant Headteacher

SCHOOL ATTENDANCE MATTERS



How much school will you have missed in a year?

