



1<sup>st</sup> September 2022

Dear Parents and Carers,

### **Student Attendance and Punctuality – September 2022**

As you are aware school attendance is mandatory and the usual rules will apply, including;

- Parent's duty to ensure that their child attends school every day and on time
- School's responsibility to record attendance and follow up absences
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Our end of year target is for every student to reach a minimum of 96% attendance. This target is based on recommendations set by the Local Authority and is based on national figures. We have a duty to report all authorised and unauthorised absences to them.

Any absences to be authorised, must be supported with medical evidence i.e. an appointment card, proof of medication or a letter from the medical centre. If there are five or more unauthorised absences over a twelve week period then we will contact the Attendance Service at Slough Borough Council and they will issue you with a Warning Letter and/or Penalty Notice.

We are sure that you share our determination to continue to raise standards and to see ongoing improvements in your child(ren)'s progress. In order to achieve this, it is essential that your child attends school every day so that they can reach their full potential. Students with no absence are 1.5 times more likely to achieve 5 or more GCSEs and 2.8 times more likely to achieve 5 or more GCSEs at grade 4 or higher including English and Mathematics than students missing 15-20 per cent of lessons. 90% over 5 years at Secondary school equates to half a school year missed and the achievement at GCSE will be, on average, one grade lower.

All students must be in school by 8.25am ready to start at 8.30am. Poor punctuality will not be acceptable as we want all students to have a positive start to the day by being on time and ready to start their lessons – *'Every Minute Matters'*. Students arriving after 8.30am without a valid reason will be sanctioned and parents will be notified accordingly. We trust you will support your child by adhering to the commitment you made when your child joined Slough and Eton.

If you wish to discuss this matter further please do not hesitate to contact me or Mrs Begol, our Attendance Officer.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Culkeen'.

Mr Martin Culkeen  
Deputy Headteacher