



Wadham School

A Church of England Community School

"Life in all its fullness" John 10:10



15 September 2023

Dear Parents/Carers

Welcome to the new Academic Year! I wanted to take this opportunity to send a reminder about our attendance expectations and our policies and procedures in relation to student absence.

Good School attendance is vital and recent research has found that 17 days which equates to 34 sessions missed from school can lead to a drop in a GCSE grade.

Wadham School has a target of 96% attendance, this translates to no more than 8 days or 16 sessions per year absent within the Academic Year.

We believe in working with parents to increase student's resilience, therefore if your child is feeling unwell please medicate and send in with minor ailments rather than allowing a full day off, as children can bounce back quickly from illnesses. If your child has improved during the course of the morning please do send in at any time so they can get their afternoon session mark, late marks in this instance will be authorised as we would much rather they were attending school for part of the day than having a full day (2 sessions) absent.

If your child is unable to attend school for any reason, for safeguarding purposes, it is imperative that you phone 01460 270139 on each and every day of absence. If there are any issues preventing attendance, please communicate with us. If we have not received a reason for absence, a message will be sent to parents/guardians, for safeguarding purposes please always respond.

There are 170 non-school days per year available for appointments, wherever possible, please ensure medical/dental and optical appointments are made out of school hours or on these non-school days, if this is not possible we will require evidence of this appointment to be sent to us, this can be a confirmation text or email.

Under guidance issued by the Department of Education schools are no longer allowed to authorise leave of absence for school holiday, unless it is considered exceptional circumstances.

Please be aware that if your child is absent from school due to a family holiday for 5 days or more, you will be liable for a fixed penalty notice and a fine of £120 per parent/guardian, per child.



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Headteacher: Mr R Burgas
Chair of Governors: Mr C Chapman



Wadham School will monitor attendance very closely. If we identify that your child's attendance is a cause for concern we will initiate the graduated attendance response. This will include parental meetings and a contract surrounding attendance. If, however, attendance does not improve, we may refer your case to our Attendance Caseworker at the Education Safeguarding Service. As a last resort legal, action may be taken against you, which could result in a fine, community order or in extreme cases a jail sentence of up to 3 months.

Thank you for supporting us with this to ensure the best learning outcomes for your child/children.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S. Coombe'.

Sarah Coombe
Deputy Headteacher