

Dear Parent / Carer

Attendance at school is the biggest indicator of academic success.

As a school, we will continue to do all that we can to support you to achieve this. Please contact us if you have any concerns - the sooner the better.

For clarity, this year we will be looking at **days absent** rather than just as a percentage.

The government defines **persistent absence(PA)** as **less than 90% attendance** to school.

That is the same as a child having **19 days off** across a year.

Which is the same as a child having more than **3 days off school per term** (3 days over 6 terms = 18 days)

Therefore, **each term** we will monitor as follows:

		Immediate risk of PA this term	Now PA for this term
STAGE 1	STAGE 2	STAGE 3	STAGE 4
1 day off this term	2 days off this term	3 days off this term	4+ days off this term
Day 1 absence contact: attendance officer	Day 1 absence contact: attendance officer	Day 1 absence contact: attendance officer	Day 1 absence contact: attendance officer
	2 day absence warning contact sent: attendance officer	Day 3 absence 'risk of PA' letter 1 sent: EWO	Day 4+ absence 'risk of PA' letter 2 sent: EWO
		Contacted by DDOS	Meeting with EWO

Attendance Officer = Mrs Rehal

DDOS = Deputy Director of Studies - Yr 7 - Miss Best; Yr 8 - currently contact Mrs Brench; Yr 9 - Mrs Phillips-Allen; Yr 10 -Ms Savage; Yr 11 - Miss Stephenson; Yr12 & 13 - Miss Milner

EWO = Education Welfare Officer - Ms Moore

If attendance for any child does not improve at stage 4, support from external agencies will be sought.

Please also remember that **late to school** also counts as an absence for that morning session and will add to each child's days of absence for that term.

In addition, **holidays in term time** will **not** be authorised and any time taken will be recorded as unauthorised on your child's attendance record and count towards their days of absence.

If you are unsure if your child should be in school, please contact the attendance team for advice - attendance@beechwood.slough.sch.uk

Many thanks for your continued support.

Miss Anita Spires - Headteacher

RESPECT

KINDNESS

EXCELLENCE

Beechwood School, Long Readings Lane, Slough, Berkshire, SL2 1QE

Beechwood School is an Academy and part of The Schelwood Academy Trust charitable company limited by guarantee, registered in England and Wales. Registered number 07899845. Registered at Herschel Grammar School, Northampton Avenue, Slough, Berkshire, SL1 3BW

Telephone: 01753 520473

Email: enquiries@beechwood.slough.sch.uk

Website: www.beechwood.slough.sch.uk