

Thursday 12th January 2023

Dear Parents and Carers

I hope you are well and have enjoyed a wonderful holiday break.

As we enter a new year, and with that a new school term, it is important to look forward to the year ahead. For some this comes with preparation for exams, while others prepare themselves to select their options for their GCSEs. For each year group we are at a crucial stage of their educational journey, which acts as a reminder of the importance of school attendance and the impact absence can have on students' progress and achievement.

You may be aware that, [according to recent Government figures](#), attendance to school across the UK has reached an all-time low following the pandemic. At NSG we have always upheld a positive attendance record compared to national figures in regards to attendance and continue to do so. This is because of the dedication from our students and yourselves in supporting each other in promoting positive school attendance. To ensure that we continue with strong attendance for all, we would like to take this opportunity to highlight key processes and procedures in regard to absence, reporting absence to the school and procedures if your child is unwell during school. We hope this will provide a reminder and clarity of the procedures and expectations for school attendance.

The law on school attendance and right to a full-time education

To enable us to effectively work together on securing strong attendance it is crucial that the expectations for school attendance is shared with you. This can be found [here](#) in the Department for Education's 'Working together to improve school attendance' document (Published May 2022). However, for ease of reference please refer to the extract taken below:

"The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. (p6, 'Working together to improve school attendance', Department for Education)"

The school will work alongside parents/carers to support them in fulfilling this legal requirement via the school's enhanced attendance procedure detailed below.

Reporting absence from school

If your child is unable to attend school due to significant illness that cannot be addressed with home remedies you are required to report to school daily, unless there has been a prior agreement with your child's Head of Academic Standards, Head of Year or pastoral officer concerning a period of absence due to medical need or other reasons.

This can be done via EduLink by clicking on the "absence" link on the main menu. Alternatively, you can email absence@nsg.northants.sch.uk or call the school on 01604 679540 stating the reason for absence for that day.



Absence due to concerns regarding peer on peer relationships, bullying or students feeling anxious

If the barrier to your child attending school derives from a concern based on relationships with their peers, concerns about bullying or feeling generally anxious it is important that you communicate this with us as soon as possible so that we can work together to address these concerns and ensure that effective support is provided to find solutions. We ask that you communicate any concerns with your child's tutor, pastoral officer or head of academic standards/head of year, or/and encourage your child to do the same, so that these can be effectively addressed as soon as possible.

Procedure if a student is unwell at school

If parents/carers have deemed their child fit and able to attend school then the school will support this by caring for students if they report to staff that they feel unwell by making reasonable adjustments in lessons to support their continued attendance and learning while also ensuring that they are comfortable and cared for.

If a student shares with staff that they feel too unwell to continue lessons then the school will contact parents/carers to inform you of this and request that the student is picked up or permitted to leave school to travel home of their own accord. Alternatively, parents/carers can request that the school continues to make reasonable adjustments for their child and keep them in lessons. To ensure that the school procedures can run effectively, as well as ensuring that all safeguarding procedures are followed, it is imperative that all communication occurs via the school or student services. If your child contacts you directly we ask that you encourage them to speak to their teacher's and/or student services.

Working together to improve school attendance

Northampton School for Girls is committed to working alongside parents/carers to improve and maintain high expectations in regards to attendance to school. To ensure clarity and consistency in regards to the school's expectations and attendance procedures I will be sharing these with parents/carer over the next few weeks.

Yours sincerely



George Simmons | Assistant Headteacher
Northampton School for Girls

