

Ref: MCR/LHA

Tuesday 11th January 2022

Dear Parent/Carer,

Good attendance is one of the most powerful predictors of good academic achievement. We know that every day of learning that is lost can really make it difficult for students to keep on track, leading to their frustration when learning becomes difficult. We really need your help to make sure your child has great attendance, and can get the most out of their learning opportunities this school year.

The school is required to monitor the attendance of pupils extremely closely, as absences are considered to be a potential safeguarding concern. This is why we need to ensure that we make clear communication a priority. With this in mind, we would like to improve the way that parents and carers inform us of any absences. When not done correctly, this can sometimes lead us to grave concern. We would therefore like to take this opportunity to remind parents about what to do if your child is not attending school.

On the day of the absence, it is important that the child's parents or carers contact us preferably by 8am by telephone on **01302 831385 then press 2**. Please give your child's full name, year group and reason for absence if leaving a message. If you are unable to get through to the attendance team by phone then please use the attendance email: [attendance@danum.outwood.com](mailto:attendance@danum.outwood.com) If contact is not made before 9am, then a truancy call is made home: we would like to avoid this where parents are already aware of the reason for absence.

Finally, there needs to be a call made for each day that the student is not attending school, even if for the same reason unless you have specified a time scale given upon medical advice e.g a doctor note/COVID isolation. We may conduct a follow up phone call for any students where absence has been more than 3 days and request evidence for any long term absence. This can be brought into school upon return or sent via email to the attendance team.

Thank you for your continued support.



Mrs A Crane  
Principal