



31 January 2012

Dear Parent/Carer

At Mayflower High School our attendance is excellent. We are committed to being outstanding in attendance. To achieve this I have been employed by the school as Home School Attendance Officer. My role is to focus on monitoring and reviewing all students' attendance.

I formerly worked for Educational Welfare Service (EWS) as a School Attendance Improvement Officer analysing attendance data and working within schools to implement strategies within the school to improve their students' attendance. If necessary, strategies to improve Mayflower High School's attendance will be put in place as follows:

- Late gates Names of students arriving late are taken, a letter will be sent home to inform the parent/carers of the detention
- Register sweep In the case of an absent student where no contact has been made with school, the students' home will be visited to ensure safeguarding of all students.
- Attendance Meeting Parents will be informed of any new initiatives being carried out in school to prompt good attendance.
- Home Visit Pre-arranged with the family and carried out by the Home School Attendance Officer

Every student at Mayflower High School is expected to maintain an attendance level of 100%. Whilst we appreciate students are unwell and there can be exceptional circumstances for absences, please consider carefully all absences your child takes.

To give an example of how this can effect attendance please see the facts below:

- Attendance @ 90% = ½ day missed every week
- 1 School year @ 90% = 4 whole weeks of lessons missed
- 90% attendance over 5 years of secondary school = ½ a school year missed

I would like to take this opportunity to remind you of the following:

- Parents must ensure that students attend school every day on time or as timetabled.
- Parents must provide evidence such as an appointment card, prescription for medication or medication label for any absence to be authorised.
- School must be telephoned before 08.30am on each day of absence.

### Holidays in Term Time

May I remind parents that you do not have the right or entitlement to take a child out of school for the purposes of a term-time holiday. The school will only agree to absence for a family holiday if we believe there are special circumstances which warrant it. Special circumstances may include:

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- Service personnel where a parent/carer has just returned from a tour of duty and needs time with the family
- Where parent/carer is able to demonstrate clearly (e.g. Letter from employer) that they are restricted to annual leave within the school term.
- Where a family needs to spend time together to support each other in a crisis.

A maximum of ten days leave for absence due to exceptional circumstances will be granted in any academic year.

Leave of absence will not be granted if:

- Attendance is below 90% in the current academic year;
- The holiday request is during the month of September;
- The holiday request is during a test or examination period;
- It is the second holiday taken in any one academic year;
- The student is in Year 11.

Should a holiday be taken in term time without permission the Local Authority may be requested to issue a Penalty Notice. The penalty for each parent is £50 for each child if paid within 28 days of receipt of the notice, rising to £100 if paid after 28 days but within 42 days of receipt of the notice.

For your information the term and holiday dates for this academic year and for the 2012-2013 academic year can be viewed via our website.

We really appreciate your continued support and I look forward to working in partnership with you in the future.

Yours sincerely



Mrs D Taylor  
Home School Attendance Officer