

September 2023

Dear Parent/Carer,

## Attendance Newsletter – Attendance Matters, Every Day

It is vital that all students have excellent attendance at school. Research shows that even a few days of absence can have a negative impact on students' performance. Montsaye is committed to working with students and parents/carers to achieve the school attendance target of **95%**. Montsaye operates the following attendance grid when reporting to parents/carers:

97% and above	Excellent	No more than 6 days/ 12 sessions in a year
95% and above	Good	No more than 10 days /20 sessions absent in a year
90%	Persistent Absence	19 days/38 sessions or more absent in a year
50%	Severely absent	97 days/195 session or more absent in a year

### Attendance Expectations

- School is open from 8.00am where students can access the restaurant for breakfast and the library from 8am.
- Line ups for Years 7-11 take place promptly from 8.35am
- All students are expected to be in school by 8.35am, regardless of the distance they may have to travel (we take careful note of buses provided by the local authority, which sometimes arrive a few minutes late). Students arriving between 8.45-9.00am will be met on the gate by a member of the Leadership Team. Students who arrive after 9.00am must sign in at Student Reception. Detentions will be issued for students who regularly arrive late.
- The school operates the Truancy Call System to notify parents/carers if their child has not arrived.

- Parents/carers can help by notifying us in advance about planned absences, and arrange medical or dental appointments outside the school day, where possible, we can be contacted via [attendance@montsaye.pfschool.org.uk](mailto:attendance@montsaye.pfschool.org.uk)
- Montsaye requests that parents/carers contact the school by 8.00am by telephone or email to let us know if their son/daughter is going to be absent.
- Parents/carers are strongly advised to avoid taking their children on holiday during term time and requests during term time will not be authorised. In exceptional circumstances, written requests for extended leave should be made in advance to the Principal, by completing the Leave of absence form. Please be aware that there are assessments and trial exams throughout the academic year for all year groups.

Tutors, Progress Leaders and members of the Student Welfare team regularly hold Attendance Matters conversations with students so that they realise the importance of high levels of attendance.

Students and parents/carers are actively encouraged to keep track of students' attendance through the online systems (Go4schools).

Please see the chart below which shows how absences impact attendance:

Every School Day Counts			
Attendance during the school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
97%	6 days	1 week	36 lessons
94%	10 days	2 weeks	72 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
75%	48 days	10 weeks	300 lessons
70%	57 days	11.5 weeks	360 lessons
65%	67 days	13.5 weeks	420 lessons

Regular attendance at school is the most important factor in a young person reaching their full potential.

Please be aware that if a student has had ½ day (1 session) absence by 30 September 2023 they will have 97% attendance, which is just above the school attendance target. If they have missed 1 day (2 sessions) they will have 95% attendance which is at the school attendance target. Any more time away from school means that a student's attendance is already below what we would consider good attendance. Montsaye rewards students



who have excellent attendance through reward points, postcards home and a weekly prize draw, in addition to the opportunity to take part in end of year excursions and visits. If there are any circumstances which might affect your child's attendance, or you have any queries, please contact your child's tutor or the Attendance Team on the contact details below.

[attendance@montsaye.pfschools.org.uk](mailto:attendance@montsaye.pfschools.org.uk)

Thank you for your continued support  
Montsaye Attendance Team