

25<sup>th</sup> July 2025

### **The Suthers School – Everyone Attends, Every Day!**

Dear Parents/ Carers,

As you will know, throughout the year attendance has been high on our agenda and will continue to remain a priority when we return on 1<sup>st</sup> September. We will continue to talk attendance with students and will do so with one simple message, **Everyone Attends, Every Day.**

The purpose of this letter is to celebrate the attendance successes of this year as well as outline some changes we are implementing for the next school year.

### **Congratulations!**

A warm and well-deserved congratulations to all the students who have attended every day, this is a fantastic achievement, and we have recognised and celebrated this success with students in this week's rewards assemblies.

Every week we celebrate 100% attendance via a prize draw to win 'Just Eat' vouchers. So well done to the 16 students who have won since we started the initiative.

As part of the carnival day celebrations, we have taken further opportunities to recognise and reward excellent attendance. Any student that has had 100% attendance for the final 20 school days was entered into a further prize draw to win 'Just Eat' vouchers. Congratulations to the 5 lucky winners who were chosen at random from across years 7 to 10.

### **Further Opportunities to Win!**

Attendance has been fantastic in the run up to the summer holidays. We need this to continue in September. Any student that has 100% attendance in the final week of this academic year and 100% in the first week of the next academic year will be in the draw for a generous £50 'Just Eat' voucher.

Statistics have shown that three fifths of students who miss a day in the first week of an academic year are likely to be persistently absent by the end of that year. We welcome your support in ensuring that all students are in every day, not just in the first week back, but throughout the year.

## Unauthorised Absence

In August 2024 government changes to unauthorised absences (Stricter Enforcement and Parental Responsibility) were put into place. We are now writing to provide further guidance on what we mean by 'unauthorised absence'.

By attending every day, your child will maximise on all the rich educational and social opportunities we offer.

At The Suthers School we value every individual as a unique member of our school community. We understand that there will be occasions when parents are uncertain whether to send their child to school. NHS guidance [Is my child too ill for school? - NHS](#) is a useful resource to check whether a child should be absent due to illness.

The following list clarifies what constitutes an unauthorised absence and what can be done to help in certain circumstances:

| What will be counted as an unauthorised absence?  | What can be done to help in this situation?  |
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| Colds, coughs, headaches, nausea, hay fever, sore throats, migraines, period pains, cold sores or conjunctivitis, feeling sick/unwell | <ul style="list-style-type: none"><li>• Please check the NHS guidance: <a href="#">"Is my child too ill for school?"</a></li><li>• Let school know your child is feeling ill so we can monitor them in school, if the illness is minor.</li><li>• Please give them doses of recommended medicine before school, for mild illnesses.</li><li>• If your child has been diagnosed with migraines by your GP, please let school know.</li><li>• If your child feels unwell in school, they should report to a staff member and a trained First Aider can support them (children must never use their phones to contact parents to say they need picking up).</li></ul> |
| No communication received from a parent or carer  | <ul style="list-style-type: none"><li>• Please contact the school and select 'Option 1'. State your child's name, tutor group and reason for absence before 8.00am or e-mail our Attendance Officer at <a href="mailto:attendance@suthersschool.co.uk">attendance@suthersschool.co.uk</a>. It is your responsibility to inform the school daily if your child is unable to attend.</li><li>• For family emergencies, please ensure you contact us about your situation, and we will offer support.</li></ul>   |
| Unevidenced medical appointments (doctors, dentist, etc.)   | <ul style="list-style-type: none"><li>• Ask for a letter/email to confirm your child's appointment. You can send in a screenshot of appointment confirmations to <a href="mailto:attendance@suthersschool.co.uk">attendance@suthersschool.co.uk</a>.</li></ul>   |
| Holidays  | <ul style="list-style-type: none"><li>• Please book holidays during the school holidays only. Holidays during term time should be avoided as the school is unable to authorise such holidays.</li></ul>  |
| Feeling tired after a weekend sports fixture, other extracurricular event or enrichment activity.                                     | <ul style="list-style-type: none"><li>• Inform the school that your child is tired. We can monitor and support in school.</li></ul>  |
| Physical injuries that could be catered for in school   | <ul style="list-style-type: none"><li>• If your child has a physical injury, contact school for support on how they can attend.</li></ul>  |
| Your child refuses to attend school   | <ul style="list-style-type: none"><li>• Call our Attendance Officer immediately and we can offer support.</li><li>• If your child is experiencing friendship issues, or is worried about a past incident, send them to school and e-mail their Form Tutor directly. We can best support your child when they are in school.</li></ul>  |
| Head lice and nits  | <ul style="list-style-type: none"><li>• Please treat your child's hair with a medical shampoo and call school to let us know.</li></ul>  |
| Low mood or anxiety   | <ul style="list-style-type: none"><li>• Call our Attendance Officer immediately and we can offer support.</li><li>• If your GP, or other medical professional, has expressed concerns about your child's mental health please contact school for support.</li></ul>  |
| Sunburn   | <ul style="list-style-type: none"><li>• Please apply appropriate after-sun cream and give doses of appropriate medicine. Contact us if you need further support.</li></ul>   |

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| Unevidenced and unagreed sporting/musical activities    | <ul style="list-style-type: none"> <li>All external sporting/music activities must be evidenced and agreed by the Head Teacher.</li> </ul>  |
| More than one day for religious observance              | <ul style="list-style-type: none"> <li>Children are granted 1 day for religious observance.</li> <li>Further absences would be unauthorised.</li> </ul>   |
| Lack of uniform or item is missing or broken            | <ul style="list-style-type: none"> <li>If you require support, we can help. Please contact your child's Form Tutor to enquire about what support can be provided. We are able to provide your child with spare uniform for the day/week to ensure they do not miss learning.</li> </ul>   |
| Collecting students from school without a valid reason. | <ul style="list-style-type: none"> <li>School will contact you if it is felt that they need to be collected. For example, an injury that needs to be assessed by a medical professional.</li> <li>If your child feels unwell in school, they should report to a teacher/staff member and a trained First Aider can support them (children must never use their phones to contact parents to say they need picking up as this can cause unnecessary worry). School will contact you if they feel they are too unwell to be in school.</li> </ul> |

If a medical appointment is necessary during the school day, please bring your child to school for as much of the day as is possible. For example, if the student has a dental appointment at 10:30am, please send your child in for morning registration and arrange to collect them at the appropriate time. Similarly, please ensure that they return to school following the appointment when possible. Any unauthorised absence will be closely monitored and may lead to a Fixed Penalty Notice.

Please report any student absence on the first day of absence by **8.00am** and each day thereafter. You can telephone the school on 01636 957690, select 'Option 1' and leave a voicemail or send an email to [attendance@suthersschool.co.uk](mailto:attendance@suthersschool.co.uk)

From September, we will be carrying out home visits after two days of absence, even when we have had a reason for absence. Sometimes, we may even visit on day one. This is entirely in line with our safeguarding protocols and is a positive, supportive action.

In line with our Trust mantra 'Everyone Attends, Every Day', we are here to help and support. Please do let us know when there are circumstances impacting on attendance so we can offer guidance and support.

I wish you all a relaxing summer break and we look forward to welcoming all students back into school on Monday 1<sup>st</sup> September at 8.25am.

With kindest regards,

Mr P Hunt  
**Assistant Head Teacher**