

Wednesday 21<sup>st</sup> September 2022

## Attendance Matters

Dear parent/carer,

As the Autumn Term is progressing, I feel it is time to remind our school community of the importance of attendance to school. As we know there is a direct link between excellent attendance and student outcomes and participation in school life.

However, if your child is too unwell to attend school, please make sure you update school on their first day of absence before 8.30 am (this includes if your child is a 6<sup>th</sup> form student). This can be via the following mechanisms:

- Phone call and answer phone message to our attendance line – phone 01283 247900 (press 1)
- Email – include name of child, year group and reason for absence to [phs-attendance@phs.jtmat.co.uk](mailto:phs-attendance@phs.jtmat.co.uk)

The JT MAT attendance policy outlines that ***"Headteachers may not grant leave of absence during term time unless there are exceptional circumstances"***. Requests for leave in exceptional circumstances should be made at least 2 weeks in advance of the event and retrospective approval for absence cannot be granted. Request for leave of absence form can be found on the **Paulet High School website – Attendance Policy JT MAT appendix E.**

Finally, we are here to help if attendance is a concern. Please contact the school and ask to speak to our attendance team, Mrs. Smith or Ms. Upton; our Wellbeing Hub; our heads of year or myself,

Yours sincerely,

Mrs. Victoria Deer

Deputy Headteacher