



Dear Parents/Carers

Re: Updated Attendance procedures at St Mary Redcliffe and Temple School

I am writing to update you on developments we have made to our attendance procedures. National school attendance figures have been adversely affected by the pandemic and we are committed to supporting students and families to overcome all barriers to high attendance. At St Mary Redcliffe and Temple School, our curriculum enables students to develop the Skills, Knowledge, and Alive qualities (SKA), so that all our students can make their unique contribution to the world. Every lesson, assembly, and tutor period is vital and therefore, for a student to reach their full educational potential, a high level of attendance is essential.

We wish to work in partnership with parents and carers and so are seeking your full support in ensuring that your child attends school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties, but we are also committed to improving attendance levels at St Mary Redcliffe and Temple School.

The target attendance figure for all students is **97% or above**. Based on current attendance figures each student will be placed in one of the following groups. Students will be informed of their attendance group by their Tutor.

Green Group	No Concern The child attends between 97% - 100% of the time.
Yellow Group	Concern The child attends between 95% - 96.9% of the time.
Amber Group	Risk of Underachievement The child attends between 93% - 94.9% of the time.
Pink Group	Severe Risk of Underachievement The child attends between 90% - 92.9% of the time.
Red Group	Extreme Concern The child attends less than 89.9% of the time.

Regular attendance is not just a legal requirement, but it is vital for students to maximise their learning and achieve their full potential here at St Mary Redcliffe and Temple School. There are a number of important steps that you can take to ensure your child maintains a high level of attendance:

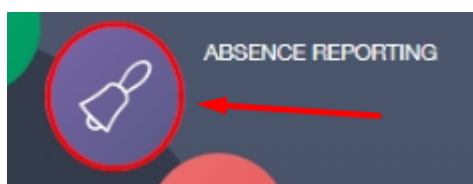
- Ensure your child attends every day, on time, equipped and ready to learn.
- Ensure the school has up to date addresses, email addresses, and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that we can contact you about your child and can contact you in an emergency.
- If your child is ill, contact the school. Please make sure you contact the school every day your child is absent (either by phone or by email). You can also now use your Edulink account to report absence (see below for details)
- If no contact is received regarding the absence, it is recorded as **unauthorised**. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical certificates if your child has a poor attendance record.
- Ensure that medical and dental appointments are made outside of school time. If this is not possible, students should attend school before and or after the appointment where possible. We will need to see medical evidence upon return if there are concerns about attendance.
- Avoid non-essential absences such as, 'buying new shoes. This would not be accepted as a reasonable absence as it could be done outside of school time.
- Holidays should not be taken in term time. Holidays will not be authorised unless the circumstance is exceptional and may result in a penalty notice.
- Respond to school letters or telephone calls regarding attendance and punctuality.

We are grateful to parents and carers for their efforts in getting students into school but we know that sometimes life can throw up challenges which make this difficult. We are here to support you so if you are having trouble getting your child into school then please contact your child's tutor or Deputy Head of House and we can work together to resolve the issue

Reporting Absence using Edulink One

To report an absence firstly log into the Edulink One app or website (<https://www.edulinkone.com/#!/login> and the school code is **smrts**)

Click on the **Absence Reporting** icon.



You must complete an absence report on the day of absence and repeat the report on each day of absence. So, for example, if your child is unable to attend school on a second day, please report this in Edulink on the second day.

Complete the **'from' date and time** for the beginning of the absence and a **'to' date and time** for the end of the absence. If your child is off for the day then put in the end time of the current day (e.g., 3:15pm Monday-Thursday, 2.25pm Friday).

Complete the **Reason for Absence** with reasons for your child's absence.

From *

Select start date and time



To *

Select end date and time



Reason for Absence *

If required you can attach a document, such as a medical certificate, using the paperclip icon.

When completed, press **Send** to report the absence, or press **Cancel** to delete the absence.

SEND

CANCEL

To return to the main menu, press the *back arrow* on the **Absence Reporting** icon.

You will be sent an email confirming the details of the absence you have submitted.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at St Mary Redcliffe and Temple School.

Please do not hesitate to contact your child's Tutor if you have any queries.

Yours faithfully,

Mr A Thomas-White

Assistant Headteacher (Safeguarding, Attendance, and Wellbeing)