

Dear Parents / Guardians,

I hope this letter finds you well.

We have made some important updates to our Attendance Policy. Changes have been implemented to ensure that we maintain a supportive learning environment and to emphasise the importance of regular attendance for academic success. See below our rationale and various stages of Attendance monitoring that we are using internally.

- Good attendance and punctuality plays a vital role in a student's school life and academic achievement.
- Regular attendance and being punctual will help students in their adult lives by preparing them to enter the world of work.
- Good attendance at school will also help students to develop social skills, make friends, and help them to communicate well with others.

We use the snake system to monitor attendance at Monkseaton High School (MHS)

Our aim is to offer support to parents / carers and students as early as possible so that all students can achieve good attendance (**above 96%**). When a student's attendance falls **below 95%** they are routinely entered into our Attendance Monitoring System (A Star Attendance), which consists of 4 stages:

### Stage 1

Students are identified for Stage 1 when their attendance is below 95% **and** they have been absent in the last 10 school days.

Parents / carers are sent a letter offering support and encouraging them to support their child's attendance.

### Stage 2

Students are identified for Stage 2 when they have had a Stage 1 letter, at least 10 school days have passed, there has been further absence and their attendance is still below 95%.

Parents / carers are sent a second letter offering support and informing them that their child's attendance will be formally monitored for 10 school days.

### Stage 3

Students are identified for Stage 3 when they have had a Stage 1 and a Stage 2 letter, at least 10 school days have passed, there has been further absence and their attendance is still below 95%.

Parents / carers are sent a third letter inviting them to an attendance meeting with our Pastoral Team. At this meeting an Attendance Action Plan will be agreed with appropriate support identified. The student will enter a

further 20 day monitoring period. If there are any unauthorised absences during this period a referral to the Local Authority will be made. If there are no unauthorised absences the student will return to Stage 2.

#### Stage 4

Students are identified for Stage 4 when they have failed their Attendance Action Plan or where parents / carers have not engaged with the school.

A referral will be made to the Local Authority who may take legal action. A letter is sent to parents / carers confirming this.

Please note that support is offered, and our students progress through the stages regardless of the reason for absence, so that we can identify and address any concerns or barriers to attendance early. Where there are **exceptional circumstances** for example a family bereavement, please inform the school so that we can temporarily pause attendance monitoring and intervention.

I understand that there can be many reasons or individual circumstances as to why students are absent. There will also be times when students are too ill to attend school. I hope that parents / carers appreciate that it is my duty to encourage good attendance and that this can only be achieved by engaging with parents / carers to offer support at all stages.

Please do not hesitate to contact the school if you have any queries.

Best wishes

**Deon Krishnan**  
**Acting Headteacher**  
**Monkseaton High School**



