



Maltby Hilltop School

an academy within Nexus MAT

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9th March 2018

Dear Families, Parents and Carers

As I am sure you are aware we have been trying to increase the attendance at school over the last year. In honesty this has not been successful as we have lower attendance so far this year than last year.

Just to be clear we have very few unauthorized absences and I do feel families and carers work well with us to try to improve our attendance.

I do need to follow the national guidelines and have adapted the 'Nexus' policy on attendance.

This has a number of implications for us all at school:

- I would ask you to ring the school office before 9am to let us know if your child is not able to attend
- If your child has a medical appointment please could you send in the appointment card or letter before so we can record the absence due to a medical appointment.
- If you do have an appointment could you try to get it in the morning or afternoon so your child can come to school before or afterward.
- We can no longer authorize absences in term time for holidays unless there is an exceptional reason.
- If you feel you need a day off for a religious festival or family occasion then just get in contact with us beforehand.
- Pupils who have more than 10% not at school are counted as 'persistent absentees' and we have to have a plan as a school to address this. At the moment this is 30 students and some of you I will be writing to in the near future to discuss a plan to tackle this.
- I am asking the office and class teachers to monitor attendance more closely and we will have half termly action plans to try to improve attendance.
- We usually send out attendance certificates at the end of every term.
- We are planning to have certificates for improved attendance for all our pupils.
- We are considering a reward scheme for pupils with high and improved attendance – if you have any ideas for you and your child as an incentive this would be very useful to all of us.
- If we are unable to contact you or you don't provide us with proof of an appointment we will have no choice but to record the absence as unauthorized.

If you have any suggestions around helping to improve our school attendance please contact me or someone at school.

Yours sincerely

David Burdett
Headteacher Hilltop School