



**Principal: Mr Steve Bowler**

Monday 17<sup>th</sup> October

Dear parents and carers,

I would like to introduce myself my name is Caroline Meadwell I am the pastoral and attendance lead here at Monkton Academy.

As you know, it is vital that we rigorously record and monitor pupils' attendance. We absolutely know that good school attendance and attainment go hand in hand. Our attendance policy, found on our school website, sets out our approach to school attendance and punctuality.

If your child is absent from I may visit your home and offer support in enabling your child to return to school. My visits are intended to be a link between home and school for you and your child.

We do know that pupils may invariably be absent for a number of reasons across the academic year – whether that be as a result of illness, a term time holiday or for an additional reason. It is important that we know about these absences in a timely matter. In addition to our attendance policy, I have attached a copy of our pupil absence procedure flowchart which clearly sets out the procedure that parents/carers should follow with regards to reporting pupil absence and additionally, schools response to managing pupil absence.

I will be writing to parents/carers where we have established patterns of repeated absence or repeated lateness in pupils so far this academic year. Please be aware such communication will allow us, as a school, to identify early in this academic year if any support or targeted intervention can help support your child in coming to school on time, regularly.

This week, you will receive your child's first report card of the academic year. This time, attendance will be commented on as part of our reflection of the half term so far. To note, we judge the categories used according to the following attendance percentages:

- 'Good' for 95-100% attendance
- 'Satisfactory' for 90-95% attendance
- 'Cause for concern' for attendance below 90% (this is categorised as 'persistent absence')

While we discourage term time holidays, we do understand that this is something that many families may seek to take over the course of an academic year. It is vital that you inform us of an intended leave of absence (such a holiday) as far in advance of the date of this leave as possible. This will allow us time to communicate back to you on our decision on whether to authorise the absence (please note this is only done in only the most exceptional of circumstances) in a timely manner. Already this academic year, we have had pupils take leave, without us being aware. Where we are unable to make contact with you through the telephone numbers we have on system, it is important that you understand that this triggers safeguarding concerns which may involve advice or input from Children's Services, Children Missing in Education referrals or the Police for welfare checks.

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Should you have any questions or queries about attendance, absence, punctuality and associated school policies please don't hesitate to get in touch. The more we know, the more we can help.

Kind regards  
Caroline Meadwell