

September 2019

Dear Parent / Carer

I would like to take this opportunity, at the start of our new academic year, to remind you that Harwich and Dovercourt High School is continually striving to raise standards of learning and increase academic progress and achievement for all our students.

Regular attendance at school is essential to promote the education of students and achieve these high standards. We know that presence in school is essential if students are to achieve their potential, and therefore, our expectation is that your child is in school every day that the school is open and arrives to school punctually.

We expect 100% attendance but we consider 98%+ as good attendance.

We know that having high attendance is statistically linked with students achieving their academic potential and for them to develop their social, emotional and life skills but above all, it is the law!

We will always work with you and our students to promote and achieve these expectations and we will always reward for excellent attendance each term through various initiatives and opportunities.

We need you to be aware that if your child's attendance does not meet this expectation, due to absence or lateness, appropriate action will be taken to improve attendance. The school is committed to providing the best outcome for your child and the attached flow chart outlines the dedicated processes we follow within school and with our established links with outside agencies to ensure optimum support for you and your child.

If there is ever an occasion when your child cannot attend school Parents/Carers are asked to contact the school on the first day of absence and any day thereafter by 8.30am. This can be by calling us on 01255 245460 and leaving a message on the absence line or by contacting your child's Student Support Assistant should you require to speak to a member of staff.

If your child has to attend a medical appointment during school time you must provide evidence ie. appointment letter. However, we do encourage Parents/Carers to make all non-emergency appointments out of school hours.

Holidays during term time will not be authorised unless in exceptional circumstances, as per statutory guidance from the Department of Education, and any unauthorised holidays taken during term time will result in the issue of a Penalty Notice.

Finally, please remember that the law states (Education Act 1996, Section 7) all children of compulsory school age must receive an appropriate full-time education. By registering your child at Harwich and Dovercourt High School, you have made the decision to entrust us with your child's education and it is then your legal duty to ensure they attend regularly. Failing to meet this duty is breaking the law and may result in a penalty notice, prosecution or an Education Supervision Order.

Yours faithfully



**Mrs C Doyle**  
**Assistant Headteacher, Progress and Pastoral**