

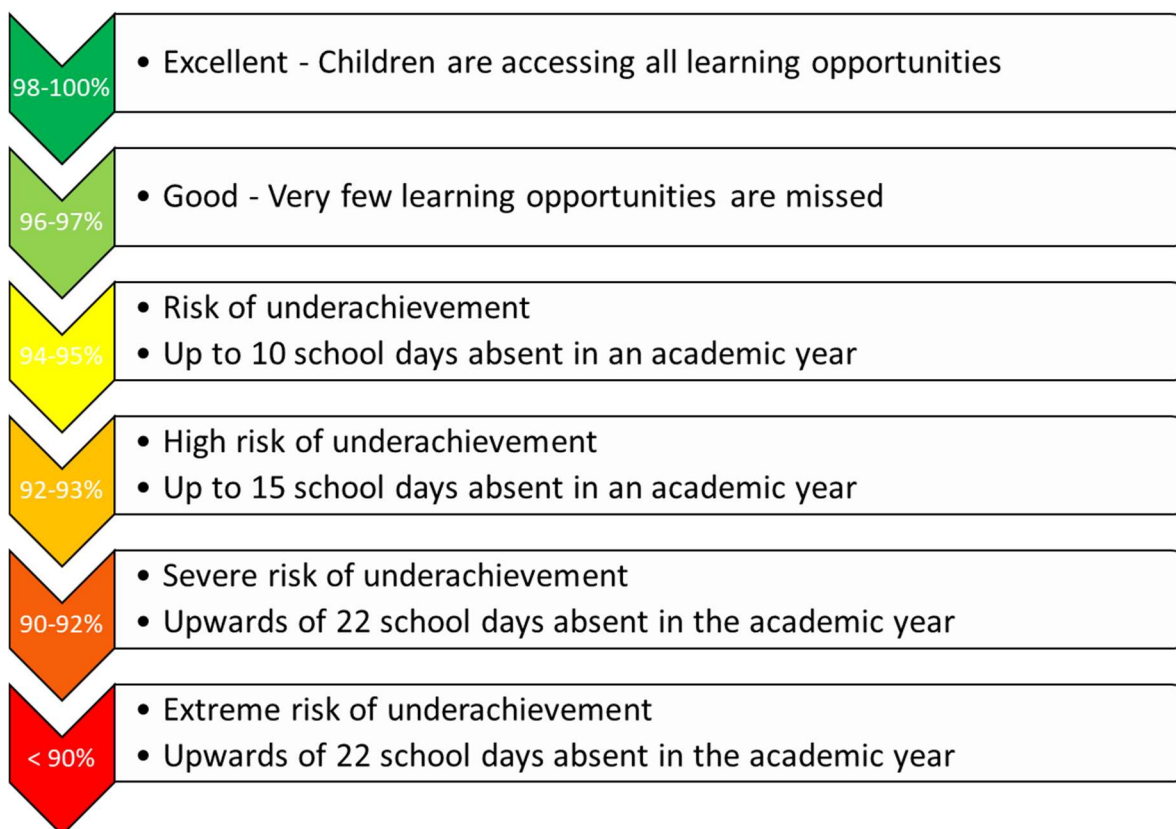
Dear Parents,

I am writing to provide you with an update on the attendance procedures at Toynbee. We are extremely proud that pupil attendance at Toynbee remains consistently above the national average. We expect all our pupils to attend school for as many days as possible.

You can support your child to have excellent attendance by taking these steps:

- Please ensure your child arrives on time for school every day and is ready to learn. Pupils must be in their Tutor room by 8.30am each day.
- In line with Department for Education guidance, pupils arriving after 9am, when registration has closed, will be recorded as unauthorised late/absent.
- If your child appears to be only slightly unwell, please do send them in to school if possible. We have staff who will contact you if their condition deteriorates or they are not well enough to stay in school. Further advice can be found here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- Please book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Please supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact your child's Guidance Manager immediately; we are more likely to be able to work together to solve any problems if we act early. Your child's attendance can be accessed via the Arbor Portal and App.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence by 8am by either

- Emailing attendance@toynbee.hants.sch.uk
- Logging the absence on the attendance section of the ‘Arbor App’ – further details can be found here: [Logging absences on the Parent Portal and Arbor App](#)

In the message you must leave your child’s full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence requests

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our ‘[Leave of absence request form](#)’ to make these types of requests. The form should be submitted in advance of the leave of absence, via attendance@toynbee.hants.sch.uk. You will receive a letter advising if the request has been granted or declined. Details regarding Penalty Notices can be found on our school website: <https://www.toynbee.hants.sch.uk/about-us/attendance/>. Please can I draw your attention to the following guidance from the [Department for Education](#) which all schools are required to follow:

“Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance”

Punctuality

Pupils are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in their Tutor Room at 8.30am ready for the start of morning registration. **The pedestrian gate that opens onto Oakmount Road will be locked at 8.30am each morning.** We will be contacting the parents of all pupils that have been marked as late to school and following up persistent latecomers individually.

In line with the Department for Education guidance, pupils that arrive after 9am will have their attendance mark recorded as ‘unauthorised’ for the morning session. Persistent unauthorised absence from school could result in further action being taken. Hampshire County Council’s attendance guidance for parents can be found here: <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

The Department for Education remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment.

Please contact your child’s Guidance Manager if you require any support with ensuring your child’s regular attendance at school.

Kind regards,

Mr P Lawrence
Deputy Headteacher