



11th February 2025

STATION ROAD KNOWLE SOLIHULL B93 0PT
01564 773 348
WWW.ARDEN.SOLIHULL.SCH.UK

Dear Parents/Guardians,

I hope you are well. I am writing to emphasise the importance of school attendance and to inform you about our revised attendance management strategy.

Why attending school matters

When children attend school regularly, they learn more and perform better in class. Research from the Department for Education shows:

- **Better Grades:** Children who attend school consistently achieve higher grades. Even missing a few days can make it harder for a child to catch up.
- **Stronger Understanding:** Each lesson builds on the previous one. Missing lessons can create gaps in learning.
- **A Brighter Future:** Good attendance helps children complete their education, develop positive habits, and prepare for further study or employment.

We have previously informed you about our new attendance management software, '**Attend**'. This system has allowed us to review our **Attendance Management and Intervention Strategy**, which we would now like to share with you.

Our school attendance target is currently **95%**, but from next academic year, it will increase to **96%**. The revised Attendance Management and Intervention Strategy will come into effect when a student's attendance falls below key thresholds.

Attendance Expectations and Intervention Stages

Stage 1 – Information sharing

Attendance falls below 95%

- The school will send a communication highlighting the drop in attendance and the expectation for improvement to at least 95%.
- We encourage parents/guardians to contact the school to discuss and address any barriers to attendance.

Stage 2 – Improvement required

Attendance falls below 93%

- You will receive a formal letter highlighting the drop in attendance and the expectation for improvement to at least 95%.
- This is classed as a **formal intervention** in line with the legal process for non-attendance.



- We encourage parents/guardians to communicate with the school to resolve any attendance barriers.

Stage 3 – Notice to Improve

Attendance falls below 91%

- You will receive another formal letter highlighting the drop in attendance and the expectation for improvement to at least 95%.
- This is a second **formal intervention** which is classed as a Notice to Improve.
- Your child's Head of Year will contact you to identify any barriers and discuss support options.

Stage 4 – Persistent Absentee

Attendance falls below 90%

- According to the **Department for Education**, students with attendance below 90% are classed as **persistent absentees**.
- A **final formal intervention** will take place, involving a meeting with the Education and Welfare Officer to create an attendance improvement plan.
- If attendance does not improve, the school will proceed with the Department for Education's legal process.

Keeping Your Contact Details Up to Date

Please ensure the school has your correct and up-to-date contact details, as many attendance interventions rely on email communication. We do not want you to miss important updates regarding your child's attendance.

We understand that certain life events can affect school attendance, and we are here to support you. If there is anything we can do to help improve your child's attendance, please do not hesitate to contact us.

Yours sincerely,



Mr N Burke
Deputy Headteacher
Student Development, Care and Standards