

## Important Update: New Attendance Monitoring System – A Star Attendance

As part of our ongoing commitment to improving attendance and outcomes for all students, we are pleased to inform you that we will be introducing a new system, A Star Attendance, to monitor and track attendance across our school. This system supports a structured staged monitoring process, designed to identify attendance concerns early and provide appropriate support to families and students.

Attending school is a crucial foundation for a child's future success and personal development. Each day spent in the classroom offers invaluable opportunities for learning, growth, and socialisation, all of which are essential for academic achievement and wellbeing.

As you will already be aware, we expect consistent and punctual attendance. Good attendance fosters a sense of routine and responsibility—vital skills for both academic success and personal life, now and in the future.

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| <p style="text-align: center;"><b><u>Step 0</u></b></p> <p>The school has high expectations of attendance for all of its children and monitors attendance of all children regularly and carefully. The school aims for all children to have attendance of 95% or above across the school year.</p>                                                                                                                                                                                                                                                                                                                                                                                                |
| <p style="text-align: center;"><b><u>Step 1</u></b></p> <p>For those pupils who have been identified for the first time with attendance falling below 93%, an initial letter will be emailed to the parents/carers of the child making them aware that their attendance has fallen below the school threshold.</p> <p>Should attendance and/punctuality improve, then no further action will take place.</p>                                                                                                                                                                                                                                                                                      |
| <p style="text-align: center;"><b><u>Step 2</u></b></p> <p>Should attendance fail to improve, a second letter will be emailed, including a parent feedback form so the school can try and gain a better understanding for the reason as to why there has been no improvement to attendance as well as offering further guidance and support to ensure that attendance is improved.</p> <p>Should attendance and/or punctuality improve, then no further action will take place.</p>                                                                                                                                                                                                               |
| <p style="text-align: center;"><b><u>Step 3</u></b></p> <p>If attendance does not improve, a further letter will be emailed and a meeting will be arranged with the Family Support Worker (or another appropriate member of staff) to create an action plan for improving attendance. The school and parents/carers will have a copy of this and progress towards the plan will be monitored closely. Further support may be offered to the family, including a possible referral to the Early Help Hub. All attendance related issues from this point will be recorded on the schools CPOMS system. From this point, the school will also require medical evidence to authorise any absence.</p> |
| <p style="text-align: center;"><b><u>Step 4</u></b></p> <p>If attendance does not improve, a further letter will be emailed, detailing the next course of action from the school, which will be a referral to the Local Authority Educational Support Team. The purpose of this will be to seek further, external support in improving attendance.</p>                                                                                                                                                                                                                                                                                                                                            |
| <p style="text-align: center;"><b><u>Step 5</u></b></p> <p>If none of the above steps have managed to be achieved, then the school will follow Southampton guidance around legal intervention. This is the school's last resort and we endeavour to work with parents to solve any attendance issues before this point.</p>                                                                                                                                                                                                                                                                                                                                                                       |

## How You Can Support

We are asking for your continued co-operation in supporting your child's attendance by:

- Encouraging your child to attend school every day and arrive on time
- Reporting any absence before 9:25 am, including the reason for absence
- Informing the school confidentially of any changes in circumstances that may affect your child
- Attending parent meetings and taking an active interest in your child's education
- Taking holidays outside of term time (leave during term time can only be authorised in exceptional circumstances)

We are fully committed to supporting every student to reach their potential. If you have any concerns or need support, please do not hesitate to contact us—our team is always here to help.

We believe that the introduction of **A Star Attendance** will strengthen our approach and ensure every child has the best possible opportunity to succeed. Please be aware that you may receive correspondence via email. This will come from the email address [noreply@astarattendance.com](mailto:noreply@astarattendance.com) regarding your child's attendance, including updates, concerns, or information about any support and interventions that may be required.

Thank you for your continued support. We look forward to working in partnership with you to improve outcomes for all our students.

If you have any questions or require further assistance, please contact Miss Croucher of 02380 447885.

**Yours sincerely,**

Emma Stevenson

Deputy Headteacher