



13 February 2025

Dear Parent/Carer

Attendance update

We would like to take this opportunity to introduce our Attendance Team and to ensure that you / we have all of the latest details that you need relating to the attendance of your child/ren at Tupton Hall School.

We have a relatively small team considering the number of students at the school, with two Attendance Officers, Ms Heather Irons and Ms Faith Tasker who are supported by our Attendance Administrator, Ms Juliet Thompson. In order for us to ensure that all the students in our care are safeguarded each day, we aim to ensure parent(s)/carer(s) are informed of any students who are absent with no reason by the end of period 1 (before 9.30 am) and in order to do this we do need your support.

Our preferred method of communication for reporting student absence is class charts or by text message, and we would ask that you send these through before 8.00 am. Where there is any evidence available for appointments, by using the class chart method, you are able to attach these which will mean we do not have to chase you for this after the event (this is not available for text messages). Medical appointments should be made out of school where possible and will only be approved with the appropriate evidence submitted. Routine dentist appointments should always be made out of school hours unless the dental surgery does not offer late or weekend appointments.

We also need to insist that reporting an absence for students not attending school is undertaken on a daily basis, irrespective of the reasons for the absence. Please note that unlike primary schools, we do not operate a strict 48-hour clear policy for sickness.

Where we have received messages regarding absence due to illness, we will be sending out a daily text to support your child returning to school, and we will also be making same day phone calls for anyone student who is not in school for with no reason provided. If you receive a text message stating that your child is not in school, please respond to the message so that we know the reason for your child's absence and that they are safe; failure to do this could result in a home visit by a member of staff to check on the wellbeing of your child/ren.

Arrival in school on time for attendance is also crucial for safeguarding and for attainment, and we would encourage you to ensure that your child/ren arrive at school before the lesson start time of 8.30 am. Where your child catches a service bus to school it may mean that they need to catch an earlier one to ensure that they arrive on time.

We are currently operating a same day break detention for any student who arrives after 8.30 am, and we have already seen the impact of this on students getting to school on time. Where students are late due to medical appointments, we will require evidence of this to ensure that they are not placed in the break detention.

As with all new processes please be patient with our team if we have some teething issues as we improve our processes.

If you have concerns about your child/ren's attendance then please contact the school using our attendance@tuptonhall.org.uk email address and your query will be directed to the most relevant person to deal with.

We look forward to continuing to work with all of our families to support with the attendance of our school community.

Yours sincerely

A handwritten signature in black ink, appearing to read 'S Roberts', with a long horizontal flourish extending to the right.

Mr S Roberts
Assistant Headteacher