

22 September 2025

Dear Parents and Carers,

## ATTENDANCE LAUNCH LETTER

I am writing to inform you that the school is launching a new attendance initiative. We have revised our procedures and will be working with parents and carers to improve attendance and punctuality. This is because research has shown regular attendance and good punctuality are crucial factors in pupils achieving their full potential. Waverley School is committed to providing a full and efficient education to all and encouraging our children to strive for excellence. We wish to work in partnership with parents and carers and are seeking your full support in ensuring that your child attends the school every day and on time. We are always pleased to work together with parents/carers in resolving any difficulties, but we are also committed to improving attendance levels at Waverley School.

The target attendance figure for all pupils is a minimum of 97% attendance. Based on current attendance figures your child will be placed in one of the following groups below. Your child will be informed of their Attendance Group. Below are the groups and the equivalent number of days absence should this be your child's attendance at the end of the academic year.

### **Group 1: No Concern - Green Group**

The child attends for 97% - 100% of the time.  
Between 0-5 days absence.

### **Group 2: Concern - Yellow Group**

The child attends for 95% - 96.9% of the time.  
7 days absence.

### **Group 3: Risk of Underachievement**

#### **– Amber Group**

The child attends for 93% - 94.9% of the time.  
10 days absence.

### **Group 4: Severe Risk of Underachievement**

#### **– Pink Group**

The child attends for 90% - 92.9% of the time.  
15 days absence.

### **Group 5: Extreme Risk of Underachievement**

#### **– Red Group**

The child attends for 0% - 89.9% of the time.  
18 days plus absence.



## **Impact on Attainment:**

Regular attendance is not just a legal requirement, but it is vital for pupils to maximize their learning and achieve full potential here at Waverley School. There are several important steps that you can take to ensure your child maintains a high level of attendance:

- Ensure your child attends every day, on time, equipped and ready to learn. The gate closes at 8.35am with lineups commencing at this time. Anyone who arrives after 8.35am will receive a late and an after-school detention.
- Ensure the school has up-to-date addresses and telephone numbers. We will contact you by text or by telephone if your child is absent and you have not contacted the school. This ensures that truancy is quickly identified.
- If your child is ill, contact the school and provide an explanatory note on their return to the school. Please make sure you telephone the school every day your child is absent.
- If you wish to check that your child has arrived at school contact the school office. They will inform you if your child has been registered.
- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You will be asked to provide medical evidence if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Avoid trivial absence such as, 'buying new shoes.' This would not be accepted as a reasonable absence.
- Holidays should not be taken in school time. Holidays will not be authorised during term time.
- Respond to school letters or telephone calls regarding attendance and punctuality.
- Contact your child's Head of Year, Achievement Co-ordinator or Tutor if you are having trouble getting your child into school.

Thank you for working in partnership with us to achieve the highest possible levels of attendance and punctuality at Waverley School.

Yours sincerely,



Damian Leese  
Vice Principal – Student Wellbeing  
Waverley School