



Hanley Castle High School

and Sixth Form Centre

Church End, Hanley Castle
Worcestershire WR8 0BL

Tel: 01684 593241

Email: office@hanleycastlehs.org.uk
www.hanleycastle.worcs.sch.uk

Dear Parents/Carers,

17th July 2024

New Statutory Attendance Guidance Information

As we come to the end of this academic year, on behalf of all at Hanley Castle High School, I thank you for working with us and continuing to support us in maximising your child's attendance to help their learning and future success.

You may already be aware that the Department for Education (DfE) released new [statutory guidance](#) in February 2024, 'Working Together to Improve School Attendance' which applies from 19th August

2024. The new legislation behind this guidance is The School Attendance (Pupil Registration) (England) Regulations 2024. All schools/academies in England will be required to follow the guidance, therefore I wanted to ensure that you are aware of what this means.

Once a child is enrolled at a school, parents/carers are by law responsible for ensuring they attend school regularly. The new statutory guidance has created a legal obligation for all schools/academies to promote attendance positively, take early action to prevent absence occurring and offer support to families when exploring absence from school to secure the child's right to access their education. It also emphasises the importance of good attendance being a key driver for learning, achievement, and personal success but whilst recognising that often, support is required to achieve good attendance.

The guidance expects us to form positive, strong relationships with families and work together along with external services to support children. As a school, we wholeheartedly believe in this ethos, and we aim to ensure we offer welcoming, nurturing, and supportive environments to enable all students to want to come to school to learn and enjoy success.

There are always many positives to celebrate with you, but we are also aware that sometimes things can be less easy, and by collaborating with you, we want to ensure supportive, early action can be taken if concerns arise, as this prevents unnecessary legal actions later. As stated in the guidance, we have robust monitoring/analysis of data to identify trends and patterns of absence to enable us to have conversations with you as early as possible. It is also important that you are aware the guidance stipulates that you must request all absence in advance, or in the case of illness/emergency, you notify of the absence at the earliest opportunity, as after 5 days, we are unable to retrospectively authorise absence that has occurred so it would be recorded as unauthorised absence and must remain so.



To convey the above information and clarify the key changes to you, please find attached our Attendance Roadmap to give you a visual summary of the above to demonstrate our proactive, early action process. Our attendance policy will be updated and in place for September 2024 to reflect the changes. However, please accept this information as prior notice of the changes which will apply from 19th August 2024 and will be effective from the start of the 2024/2025 academic year.

Please be aware of the changes to our processes to report absences. You can report your child's absence on the absence line or communicate with us regarding absence through our attendance and safeguarding office:

Absence line with answerphone for Y7-11: 08448 481620

Absence line with answerphone for Y12-13: 01684 593241 Ext: 2251

All absence enquiries and notifications Y7-11 should be directed to: Mrs Maunder (Attendance Administrator) and Miss Burton (Attendance, Safeguarding and Wellbeing Officer) at attendance@hanleycastlehs.org.uk

I hope this information is helpful and would lastly reiterate, we welcome you to take the lead on starting conversations at any point to work with us on supporting your child as we want what is best for them too.

Yours faithfully,

Sarah Anderson-Kirby
Deputy Headteacher (Student Support) and Designated Safeguarding Lead

