



Kidbrooke Park Road  
London SE3 9PX

t: 020 8856 0115  
f: 020 8331 3004  
www.thomastallischool.com

Head: Carolyn Roberts  
e: headteacher@thomastallis.org.uk

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Dear Parents and Carers

### **Attendance and Late Procedures**

As we move into the halfway point of the academic year, I just wanted to write to you to let you know how we will be supporting your child in attending school after the challenges of the last 18 months.

The Education (Welfare) Act 2000 encourages regular school attendance and participation in education and training for as long as possible, and under the law, every child must attend school regularly.

As parents and carers, we ask that you continue to inform the school if your child is absent with the reason why. The reasons must be given by parents regarding absences either by telephone, email or via the MCAS (My Child At School) application.

Each student should aim for **at least 97% attendance**, and you can monitor this via MCAS.

Below is the attendance protocol for future absences:

- **Inform the school:** Please do inform the school of any absences prior to 09:00 on the day of absence.
- **Contacting the school when your child is absent:** students cannot contact the school informing us of their absence; this must be done by parents or carers for safeguarding purposes.
- **Authorised absences:** This is where the school has given approval in advance or accepted a given explanation for reason of absence; please note evidence may be needed in some cases regarding this absence.
- **Medical absence:** Please provide medical appointment evidence or GP letter regarding absence to have any medical absences authorised. If your child has been prescribed medication, a photograph of the medication label with their name clearly on it will suffice as evidence. Please note: If a parent has not informed the school to confirm an appointment either by email or telephone (voicemail is accepted), the school cannot allow the student to leave.
- **Sending evidence:** You can email us a scan or photograph of any evidence, or hand evidence into reception. We cannot accept photos on students' phones; photographic proof must be emailed from the parent or carer directly.
- **Informing Attendance:** the attendance team must be informed of ALL absences.

## **Persistent Absence**

All absences are monitored and reviewed by Heads of Year, our Attendance Officer and Greenwich borough. 'Persistent absence' is when a student's attendance drops below 90%, where the Tallis Attendance Support process (TAS) will start. This has three stages:

TAS 1: A letter will be sent to you, and your child's tutor will meet with your child, review their attendance patterns, offer support and guidance, and agree targets to improve attendance moving forward.

TAS 2: A letter will be sent if after two weeks, attendance does not improve, and this will result in your child having a meeting with the Head of Year to discuss additional support that may be needed to enable your child to attend school.

TAS 3: You will be invited in to meet with our Deputy Designated Safeguarding Officer to discuss the level of absence, and we will offer more targeted support.

After TAS 3, referrals can be made to the AAS (Attendance Advisory Service) if improvement cannot be managed between the family, student and school. Greenwich borough may issue a legal attendance target which can result in a Fixed Penalty Notice being issued to parents and carers, or a court hearing.

**Please note persistent absences are calculated whether students are authorised or unauthorised in their absences, as it is still considered 'absence' from school.**

If your child falls below 94%, we may contact you to discuss how we can support you and your child to avoid 'persistent absence'.

## **Special circumstances**

Any absences that could be described as 'Special Circumstances' should be sent to the Headteacher directly for approval via [headteacher@thomastallis.org.uk](mailto:headteacher@thomastallis.org.uk). This includes travel in term time. Please note: if your child is travelling abroad parents and carers must provide travel evidence as per Local Authority guidelines. **This is for exceptional circumstances only, and all holidays must be taken outside of term time.**

1. Evidence of travel outside of the UK in line with safeguarding procedures from Greenwich local authority e.g., flight itinerary and/or boarding pass, showing date and child's name.
2. Evidence of return travel back into the UK in line with safeguarding procedures e.g., flight itinerary and/or boarding pass, showing date and child's name.
3. Full Address of where you/your child are currently residing abroad. Email this documentation to [attendance@thomastallis.org.uk](mailto:attendance@thomastallis.org.uk)

## **Lates**

Students will receive late detentions if they arrive late to school after 08:40, or if they arrive to a lesson more than 5 minutes late during the school day. If a student is late in the morning, and the parents and carers are aware of the reason, please call into the school via the attendance line to inform us to ensure your child does not receive a detention. **Students should be on site by 08:35.**

## **Safeguarding/Additional Support for students**

If you have any safeguarding or general concerns regarding your child attending school, please do talk to us; our aim is to support parents, carers and students in any way we can to ensure students are attending, are happy and can learn.

For further query regarding attendance please contact our attendance team [attendance@thomastallis.org.uk](mailto:attendance@thomastallis.org.uk) or your child's tutor.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tom Williams', with a stylized flourish at the end.

Tom Williams

**Assistant Headteacher: Attendance, Community & Key Stage 3**