



Tibshelf Community School  
Doe Hill Lane  
Tibshelf  
Alfreton  
DE55 5LZ

26<sup>th</sup> September 2023

Dear Parent/Carer,

Tibshelf Community School expects the highest levels of attendance possible and does not accept excuses for absence, except in extreme circumstances. Our aim is to have every student achieve a minimum of 97% **attendance** and ultimately aim for 100% **attendance** and punctuality. We recognise that high levels of school attendance are key to success, and in line with government guidelines we aim for all students to have attendance of **97%** or above. We regularly check and monitor attendance and offer support and encouragement to all students in order to help them achieve their attendance goals.

### School Attendance:

Good attendance is crucial if students are to achieve their full potential. The school is committed to supporting all families in maximising attendance. Parents can also play their part by working with their children and the school to promote good attendance. The following points will help parents to improve their child's attendance:

- Phone the school on your child's **first day of absence** and only allow days off for genuine illness.
- Ensure your child attends **on time** and **every day**. (**Arriving after close of registration will result in an unauthorised mark of U being given and this will affect your child's attendance figures**).
- Where possible, try to arrange **medical appointments out of school time**. Always ensure your child attends immediately **before and after medical appointments** if appointments are unavoidable.
- **Avoid holidays** in term time. (**If taken during term time they will likely incur a fine**).
- **Know your child's attendance figure** and talk to them about it!
- **Talk to the school very early on** if you have any problems in relation to your child's attendance or if any problems arise.
- **Praise and reward** your child's good attendance.

### We can help:

Students can get worried about going to school. They may say they feel unwell. You may notice a pattern or find they are worried about a particular lesson, homework, friendship issues or bullying. Students need to know that staff will always help to resolve any problems they encounter. It is better to inform the school early so this can be done quickly.

Students are issued with Attendance Certificates celebrating their attendance achievements throughout the academic year. In order to help you monitor your child's attendance levels you can view your child's attendance on the Arbor App (details of which can be found on the schools' website under information/communication).

Headteacher: Lucie Wainwright

01773 872391

[www.tibshelf.derbyshire.sch.uk](http://www.tibshelf.derbyshire.sch.uk)

[info@tibshelf.derbyshire.sch.uk](mailto:info@tibshelf.derbyshire.sch.uk)





- Listening to your child's concerns.
- Reassure them that together we can sort the problem out.
- Speak to the school about the problems.
- Be firm about attendance. If they are not in school, it is harder to sort the problem.
- Talk regularly to your child about school and how they feel about it.
- Look at your child's work and praise their efforts.

### **Reporting your child Absent from School.**

To report your child, absent outside of school hours, please phone the school on 01773 872391 and select option 2. The school hours are 8:00am until 4:00pm.

During the school hours, please telephone 01773 872391.

When calling the school to report your child absent, we will need to know the following information:

1. Student's full name
2. Tutor Group
3. Reason for absence (Length of absence)

### **Absence from School due to Medical Appointments**

Here at Tibshelf School we would like to encourage you to make all medical/dental appointments outside of the school day, but we understand that this is not always possible.

If your child is going to be absent from school due to a Medical Appointment, you can report it in the same way as detailed above. We expect your child to bring their appointment card or letter to Student Services for a member of staff to take a copy.

Please note if your child falls below 95% (at any point throughout the academic year) you will receive a letter to notify you and your child will be monitored for 28 days. Please also note that if your child falls below 90% they are classed as a "persistently absent student" and you will receive a letter notifying you of this and requesting medical evidence for any further absences. Should medical evidence not be received, school will be expected to issue further monitoring letters which ultimately can result in penalty notices for parents/cares.

Please find attached a leaflet to support parents and children in attendance at Tibshelf Community School.

Following this letter, further communications will be sent to parents/carers for those students whose attendance are a concern.

Should you require any further support with this matter please don't hesitate to contact your child's Head of year in the first instance.

Yours Sincerely

**Mrs Louise Crowder**  
**Assistant Head (Safeguarding & Welfare)**

Headteacher: Lucie Wainwright

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