



October 2025

Dear Parents and Carers

Student Attendance

As the person with responsibility for overseeing attendance at Prince Henry's, I would like to provide you with some reminders and an update in relation to promoting good attendance at school for students. You will be aware from Dr Evans's newsletters that good attendance at school significantly correlates to success. The [attendance page](#) on our website shows some statistics that powerfully illustrate this point.

Since the pandemic, national school attendance figures across all age groups have declined. Our current attendance figure (just over 93%), is not as high post-pandemic as it was prior to Covid. However, it is approximately 1% above the national average for secondary schools. In the next academic year, we would like to see Prince Henry's attendance figure return to pre-pandemic levels of above 95%.

Just to remind you in relation to promoting excellent attendance at the school, we ask parents/carers to:

- Telephone the school (01386 765588) between 8.15 am and 9.15 am on each day of any absence
- Send a note in the planner on the first day of your child's return to school to explain the reason for the absence
- Whenever possible make all medical appointments after 4 pm
- Do not plan to take family holidays during term time
- Check that we have up to date contact numbers (home, work, mobile)

The school uses the following strategies to maintain and improve its current high levels of attendance:

- A teaching and learning ethos which encourages all students to attend whatever their level of ability or need
- Celebration of good and improving attendance
- A weekly check of attendance by the pastoral team and the Education Welfare Officer (EWO)
- Careful monitoring of attendance by Form Tutors
- An automated call system for all unaccounted absences
- Monitoring of lessons by teaching staff through the use of the Student Absence system
- Spot checks on attendance at lessons
- The provision of appropriate support eg, Medical Referrals Team, Educational Psychologist, WCF's Section 19 programme, when necessary

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The Prince Henry's High School Academy Trust trading as Prince Henry's High School, registered as a company in England and Wales at the above address. Reg No 07512962

Working in collaboration with Bredon Hill and St Egwin's Middle Schools

- Home visits by the EWO or Worcestershire Gypsy Roma Traveller Education Team if appropriate
- Text to parents/carers to inform them of their child's late signing in
- The Bridge Programme
- Personalised messages each half term reminding parents/carers of their child's attendance

Requests for Term-Time Absence

In line with government guidance, the school will not authorise requests for holidays taken during term time.

There are circumstances that arise which are exceptional and requests must be made in writing to Dr Evans, as Headteacher, by letter or email via enquiries@princehenrys.worcs.sch.uk. These fall into the categories of educational and non-educational related absence.

Examples of educational activities may include a sporting activity (for example participation in a competition as an individual or part of a team), training organised by military cadet organisations, and auditions related to performing arts. In determining whether authorisation will be given for such absences, the student's current attendance, the impact the absence will have upon the student's attendance rate, and any possible safeguarding risks to the student will be taken into consideration. Authorisation will not be granted if the absence coincides with any scheduled internal or public examinations or assessments.

Examples of non-educational exceptional circumstances may include the death or terminal illness of a close relative; the wedding or funeral of a close relative; religious observance; the graduation ceremony of an immediate family member. This list is not exhaustive, and a decision, which is final, is made at the discretion of the Headteacher. In making a decision, the Headteacher will take into account why the student needs to be absent, whether the absence will include a long journey and any safeguarding concerns.

School-Organised Educational Visits

For attendance purposes, any student participating in an educational visit that has been organised and conducted by the school during term time, whether it be residential or an activity taking place during a school day, is recorded as being 'present' on school registers. Any such activities are calendared, regulated, and undertaken to support the curriculum. They are led and supervised by members of school staff.

Thank you for your continued support.

Yours sincerely



Mr B Freeman
Senior Deputy Headteacher & Designated Safeguarding Lead