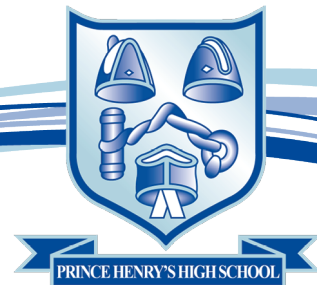


PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18

Headteacher: Dr A A L Evans BSc(Hons), PhD



October 2025

Dear Parent/Carer

There is currently a high profile national campaign on improving school attendance in conjunction with guidance from the Department of Education called **Working Together to Improve School Attendance**.

Prince Henry's High School is working alongside the Department for Education (DFE) and Worcester County Council (WCC) on this initiative. The Local Authority (LA) has allocated all schools a designated Education Engagement Officer (EEO) to act as an advisor in supporting us to raise our attendance levels.

You can view your child's current attendance via the SIMS App and school suggests you familiarise yourself with this. From the end of October, you will be receiving a Monthly alert outlining your child's attendance percentage and in addition, you will receive a half-termly letter. Regular attendance is extremely important as missing school can have an impact on learning, and it is a legal requirement under Section 444 of the Education Act 1996 for parents to ensure their child attends school regularly.

Please see below the key monitoring thresholds the PHHS Attendance Team work to.

Each Year Group has a designated Attendance Lead who is also Deputy Head of Year (DHOY); this is currently Mr Loader for Year 9, Miss Smedley for Year 10 and Mrs Miles and Mr Heafield for Year 11. Your child will move through Years 9 – 11 with the Deputy Head they start with at PHHS, we feel, this allows staff to become a key point of contact for students during their journey with us.

94% - 96%. School will contact home to see if there are any reasons why attendance is starting to fall. At any point should you wish to contact the team, please call 01386 765588 choosing Option 1, or alternatively you can send an email to dbryson@princehenrys.worcs.sch.uk. We strongly encourage you to do this as working together we can make difference.

92% – 94%. You will have now spoken with your child's DHOY. At this point, unless we know of a specific reason why your child is not attending school, then we will request medical evidence to authorise future absences. Medical evidence can be an appointment card, label off prescribed medication or you simply logging a call with your GP letting them know that your child is having frequent days off school due to ill health. Without this evidence then absences will remain marked as unauthorised which in time could lead to involvement from our Education Welfare Officer and the possibility of legal proceedings.

92% - 90%. You will now be working closely with PHHS Attendance Team to best support your child with improving their attendance through a variety of initiatives.

Victoria Avenue, Evesham, Worcestershire WR11 4QH

t: 01386 765588 • e: enquiries@princehenrys.worcs.sch.uk • www.princehenrys.worcs.sch.uk

Worcestershire Hills 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

At 90% or under your child is classed as a Persistent Absentee and therefore is reported to the Local Authority as a Child Missing Education. The team will be in regular contact with you to support ways of improving this.

We appreciate that every family's situation is unique and that sometimes students will not be able to attend school due to illness, however medical guidance is clear that children with mild illnesses will often be well enough to attend school - for example if they have a cough, or cold, without a temperature, they can attend. To support parents with this decision making the NHS have designed the following guidance, **Is My Child Too Ill for School** - <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

We know that you can have a significant effect on your child's attendance and your help and guidance is vital in ensuring, where possible, that your child attends school every day.

Thank you for your continued support.

Kind regards

D. Bryson

Mrs D Bryson

Attendance Officer & Reintegration Support Coordinator
On behalf of the PHHS Attendance Team

