



September 2025

Dear Parent/Carer

Attendance, Punctuality and Persistent Absence Reporting at Prince Henry's High School

Prince Henry's High School places great value on excellent attendance and punctuality and we therefore ask for your support in reinforcing our values to your child at the start of this academic year.

We closed for the Summer Term with an overall attendance percentage higher than that of the National, Regional and Local Authority average for the academic year, however we strive to increase this considerably this academic year.

We expect our students to have excellent levels of attendance thus acknowledging the strong link between attendance and attainment. Excellent attendance is key for ensuring academic progress and in addition for forming strong friendships which will benefit a student's emotional well-being. The attendance page on our website shows some statistics that powerfully illustrate this point.

If a Students Attendance Over the School Year is %	This is How Many School Days a Student Will Miss	Which is Approximately This Many Weeks	Which is This Number of Missed Lessons
95	10	2	50
90	19	4	95
85	29	6	145
80	39	8	195
75	49	10	245
70	58	12	290
65	68	14	340
60	78	16	390
55	88	18	440
50	97	19	485
45	107	21	535

A student with a 90% attendance record over the five years of their Key Stages 3 and 4 will miss half a year of school.

At Prince Henry's we use a number of strategies to maintain and improve its excellent levels of attendance:-

- A teaching and learning ethos that is inclusive and encourages all students to attend school.
- To celebrate excellent and improving attendance.
- Weekly meetings by the Attendance Team that focus on improving all student attendance.
- Monitoring student attendance by Form Tutors who will liaise with students on their return from an absence.
- To adhere to our legal obligations as set by the DfE and our safeguarding procedures, an automated text system for all unaccounted absences is sent as soon as possible in the morning by the Attendance Officer.
- Staff monitor individual lesson attendance via SIMS and alert the wider Student Absence Team if a student doesn't attend a lesson when they have earlier in the day.

Victoria Avenue, Evesham, Worcestershire WR11 4QH

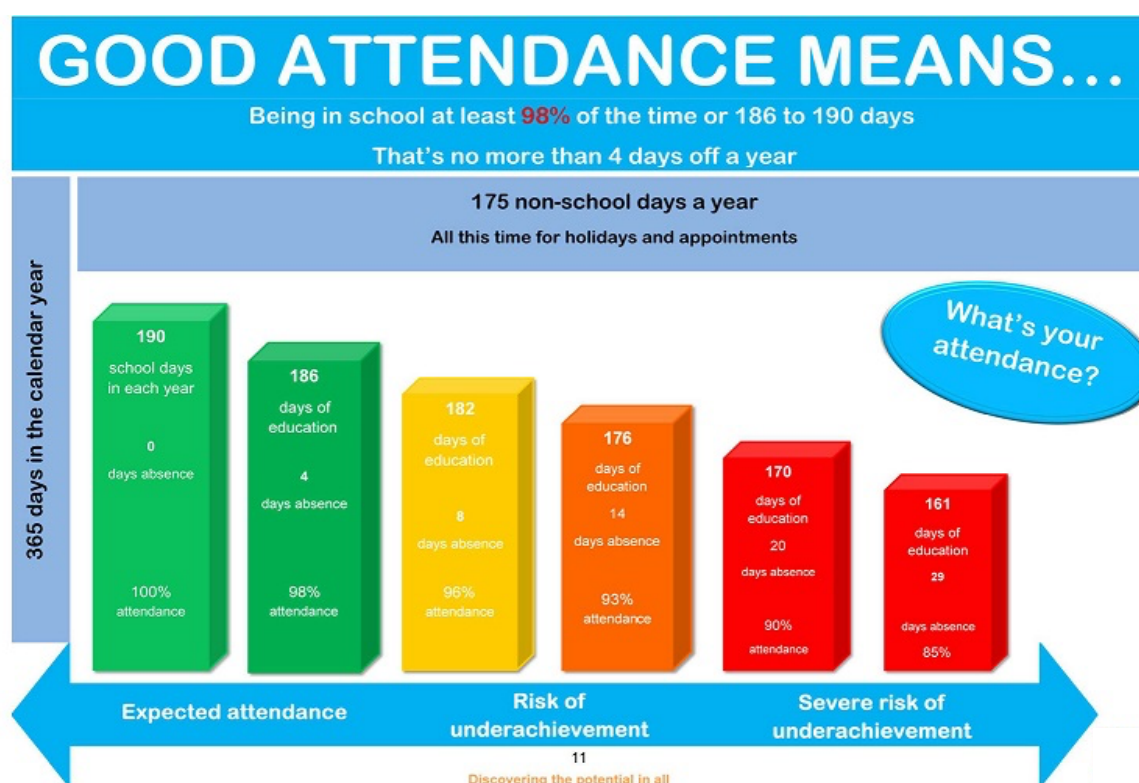
t: 01386 765588 • e: enquiries@princehenrys.worcs.sch.uk • www.princehenrys.worcs.sch.uk

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

The Attendance Team discuss and implement additional interventions if deemed beneficial to the student in improving attendance levels.

- For prolonged absence periods with no contact from parent/carer a home visit will be undertaken by the Education Welfare Officer or wider Attendance Team.
- The Attendance Officer works closely with the Child Missing Education Team at Worcestershire Children's First informing them of any student with irregular or prolonged attendance patterns.



Attendance Matters – Every School Day Counts

Persistent Absence (PA) and Severe Absence (SA)

Any student with an overall attendance percentage of less than 90% at the end of each half term will be reported as a Persistent Absentee to the Local Authority. Any student with less than 50% attendance at the end of each term will be reported to the Local Authority as a Severe Absentee and be recorded on our school census as such. Our data thresholds are set at 10% as per DfE guidance.

Please see the table below outlining the impact of 10% PA monitoring over the academic year.

Terms	Number of Days Absent From School to be PA
Term 1 - 2 nd September – 23 rd October 2025	3.5 days
Term 2 - 2 nd September – 19 th December 2025	7 days
Term 3 - 2 nd September – 12 th February 2026	10 days
Term 4 - 2 nd September - 27 th March 2026	12.5 days
Term 5 - 2 nd September – 22 nd May 2026	15.5 days
Term 6 - 2 nd September – 17 th July 2026	19 days

Reporting a Student Absence

- Parents must report any absence to the Attendance Officer, on 01386 765588 using Option 1 **before 9.00am on EACH day of absence period**. Should we not receive a reason for absence an automated text will be sent as soon as possible during the morning asking for parent/carer to contact school to confirm a reason for absence.
- If your child is going to be absent for an appointment, please let us know in advance with evidence to support the absence if possible. Please can this be sent to Mrs Bryson (Attendance Officer & Reintegration Support Coordinator) via email to DBryson@princehenrys.worcs.sch.uk
- Any Unexplained absence will be marked as unauthorised by the school and could lead to involvement from our Education Welfare Officer, Mrs Jennings.

Examples of Authorised and Unauthorised Absences (Evidence always required)

- GP, dental, orthodontic, hospital (including CAMHS) or discharge letter, physiotherapy, optician (evidence required).
- Specific cultural or religious observances.
- School closure due to unforeseen circumstances.

Authorised Absence For Exceptional Circumstances at Discretion of Headteacher and Head of Year

- Funeral – 1 day however dependent on traveling distance.
- Compassionate Leave – 1 day – depending on circumstances.
- Extra-Curricular Activities such as sporting or Cadets with permission granted by Headteacher (evidence required).
- College, Careers, Work Experience interviews (evidence required).
- External Exams for Music, Dance, Sport (evidence required).

Unauthorised Absence

- Family holiday not approved by the Headteacher.
- Absence not reported and subsequent reason given.
- Truancy.

Request for Leave of Absence During Term Time

- The law does not give parents/carers permission to take their child out of school during term time. Any absence from school will disrupt your child's learning. You may consider that a holiday will be educational but your child will miss out on specialist teaching during their absence.
- If you consider withdrawing your child from their education during term time, requests must be made in writing directly to the Headteacher and your child's Head of Year, you will be informed of the decision.

Punctuality

- Arriving late to school and to lessons is very disruptive for the teacher and other class members. If a student arrives late to school which starts at **9.00**, they will miss important notices and information from their tutors. If your child is going to be late, please inform the school on 01386 765588.
- If arriving late to school, be it with a genuine reason or otherwise, it is imperative that students **always** sign in at Student Reception for safeguarding reasons.
- Year Teams monitor punctuality and will enforce using sanctions if felt appropriate for repeated punctuality issues.

If you wish to discuss any information outlined in this letter, on the website or have any concerns that could effect your child's attendance, then please do not hesitate to contact one of the PHHS Attendance Team. The Team comprises of Mrs Thorner (Senior Teacher & Wellbeing Lead), Mrs Bryson (Attendance Officer & Reintegration Support Co-ordinator), Mr Loader (Deputy Head of Year 9), Miss Smedley (Deputy Head of Year 10), Mrs Miles & Mr Heafield (Deputy Heads of Year 11).

Messages for any Attendance Team Member can be left on the **Attendance Line on 01386 765588 Option 1** or via email on DBryson@princehenrys.worcs.sch.uk.

We thank you in advance for your support.

Kind regards.

Yours sincerely

D. Bryson

Mrs D Bryson

**Attendance Officer & Reintegration Support Co-ordinator
on behalf of the Prince Henrys Attendance Team**

