



Hugh Sexey

C of E Middle School

Dear Parent and Carers

Supporting Good School Attendance

As we begin another school year, we continue to focus on attendance and how we can ensure all our pupils are in school as often as possible. Regular attendance is crucial to support academic success and overall well-being.

At Hugh Sexey Church of England Middle School, we have high aspirations for all our pupils and expect them to be in school every day they are able to be.

Why Attendance Matters

Learning Continuity: Regular attendance ensures that your child is included in important lessons, activities and opportunities

Social Development: Being in school helps your child build and sustain strong relationships with peers and teachers

Future Success: Consistent attendance sets a positive pattern for future education and employment

Our Attendance Expectations

- All pupils should aim to be in school on time every day the school is open
- Please notify us as soon as possible if your child is unable to attend school (01934 712211)
- Ensure medical and dental appointments are arranged outside school hours wherever possible
- Work with us if your child is experiencing barriers to attendance so we can put the right support in place as early as possible
- Holidays are not taken during term-time

Unauthorised Term-Time Leave

Children have a protected right to full-time education. Parents have a legal duty to ensure their child attends school regularly. In line with statutory guidance, Hugh Sexey Church of England Middle School will not authorise any requests for term-time leave unless the

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Wessex Learning Trust

circumstances are both exceptional and unavoidable. Any unauthorised leave that meets the national threshold is likely to result in parents being issued with a penalty notice.

A Support First Approach

If your child is experiencing barriers to regular attendance, we will work with you so the right support can be offered and those barriers overcome. Where appropriate, we will also work with other services and the Local Authority to ensure the right support is available.

How You Can Help

- Set a Routine:** Establish and sustain a consistent morning routine to help your child get to school on time
- Stay Informed:** Keep track of term dates to ensure your child is in school when they need to be. You can keep yourself up to date by visiting [Calendar | Hugh Sexey C of E Middle School](#)
- Communicate:** Let us know if your child is facing any challenges that may affect their attendance by calling 01934 712211 and arrange to speak with their form tutor
- Collaborate:** Work with us and engage with support to help your child attend regularly.

We are committed to supporting you and your child. Together, we can create an inclusive, positive and productive learning environment for all children.

Attendance and the Law

Where there are barriers to attendance, we will always aim to resolve them through support and collaboration before considering legal intervention.

Where necessary, however, Hugh Sexey Church of England Middle School will take action to protect a pupil's right to their education. This may include the issue of a penalty notice or notice to improve..

If you are worried about your child's attendance or feel there is something we need to be aware of, please contact us on 01934 712211 or via the school office email school@hughsexey.org.uk

Thank you for your continued support.

Yours sincerely,



Mr M Drew
Deputy Headteacher & DSL