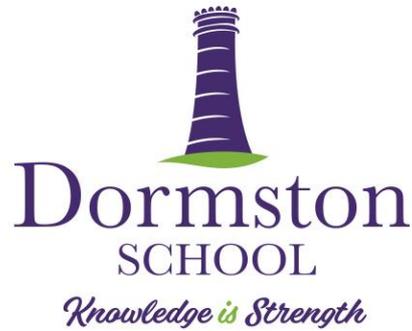


Our Ref: NAS/KON

September 2022



**ALL PARENTS/CARERS**

Dear Parent/Carers

**Re: Attendance**

At Dormston School we believe that attending school is critically important. Not only does it allow pupils to achieve greater success in their learning, it also allows them to be part of the community, socialise with friends and enjoy the experiences secondary education can give them. We also know when they attend school, that they are safe and well and we can support and intervene with individuals. When they are not here it is difficult for us to have that impact.

It has been a difficult few years for everyone. It is high on the agenda for every local authority to improve attendance in their schools for the reasons above. With this in mind, we have changed our attendance policy to a recovery strategy and I would like you to be aware of some of the main changes:

Firstly, we have added a lot of information onto our website to support parents/carers with issues they may have with their child attending school or what to do in certain situations. First and foremost, we are here to help and support. It is always best to contact us with a concern to see what we can do to help before the issue escalates. Please take time to read this information and use it when required.

Secondly, please ensure you always inform the school when your child is absent. We had many occasions last year where we were not alerted to the absence by the parent/carer. Please contact the school every day that the child is absent so we can update our records. Any absences without a reason will be classed as unauthorised. You can find this information on the school website.

Thirdly, we have recognised that our systems of dealing with absence were not consistent throughout the school and consistency is really important to having robust systems. Therefore, we have designed an escalation system that will be used for all students. This is a caring, supportive system where we make contact early to try to work in partnership with families, but it also allows us to complete every criteria if we do have to take the legal route.

The escalation stages are:



Mill Bank, Sedgley, Dudley, West Midlands, DY3 1SN  
Tel: 01384 816 395 | Fax: 01384 816 396 | email: [info@dormston.dudley.sch.uk](mailto:info@dormston.dudley.sch.uk)

[www.dormstonschool.co.uk](http://www.dormstonschool.co.uk)  [@DormstonSch](https://twitter.com/DormstonSch)

Head Teacher: Mrs C Sutton

## Dormston School Escalation Stages for Attendance Concerns



As you can see, this system is data driven. When your child meets the criteria to alert the next stage, then a Head of House or Senior Leader will contact you to discuss attendance.

It is so important that all parts of the triangle: the pupil, parent and school, work together to try to resolve any issues or problems that might occur and we believe this system will allow us to not only communicate with you earlier, but also put the interventions and support in place earlier so that we can deal with absences effectively.

If you have any concerns please look at the information on our website, or contact your child's Head of House who can clarify any changes that we have made.

Yours sincerely

*Nick Amos*

**Mr N Amos**  
**Assistant Headteacher**