

Dormers Wells High School

MATHS AND COMPUTING SPECIALIST SCHOOL

Headteacher: Ms R. Walsh B.A.Hons M.Sc.

Dormers Wells Lane, Southall, Middlesex, UB1 3HZ

Tel: 0208 566 6446 Fax: 0208 813 2411

Email: jrana@dwhs.co.uk



24th September 2024

Dear Parents/Carers,

At Dormers Wells High School, we firmly believe that regular school attendance is essential for the educational progress and overall wellbeing of our students. We hope that this letter helps you to keep in mind the key aspects of our attendance policy.

Why regular attendance matters

Consistent school attendance allows your child to:

- Fully engage in learning and make academic progress.
- Develop critical social skills by interacting with their friends and teachers.
- Grow in confidence in a supportive and nurturing school environment.
- Build a sense of routine and responsibility, essential for future success.

Acceptable reasons for absence

We recognise that there are circumstances where a student's absence cannot be avoided.

Acceptable reasons for being absent from school include:

- **Illness:** when your child is unwell, either physically or mentally, and unable to attend school.
- **Medical appointments:** if your child has a medical appointment that cannot be scheduled outside school hours, please notify us in advance and provide relevant documentation (e.g. an appointment card).
- **Religious observance:** we respect the diverse cultural and religious backgrounds of our students. A student is able to take two days leave for religious observance each school year. Any additional days will be an unauthorised absence.
- **Exceptional circumstances:** in exceptional situations, such as family emergencies or unforeseen events, please contact the school immediately to discuss the absence with your child's Year Leader or Mrs Bahad (Attendance Officer) via MyEd or a telephone call.



Dormers Wells High School is part of Dormers Wells Learning Trust, a charitable company limited by guarantee, registered in England and Wales (company number 11066479), c/o Dormers Wells High School, Dormers Wells Lane, Southall, UB1 3HZ

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How to report unplanned absences

In the event of an unplanned absence, we ask that you follow these steps:

1. **Contact the school:** on the day of the absence, please send a message via MyED or call the attendance office/school office before [8.30am] to inform us about your child's absence.
2. **Provide a reason for absence:** please provide a brief explanation for the absence, such as illness or family emergency, to help us maintain accurate records.

Our Attendance Officer Mrs Bahad may contact you to clarify any information. A visit home may also be made.

Attendance support

We understand that some students may face challenges that impact their attendance. Our school's Attendance Officer and pastoral teams are here to provide support and guidance to students and families in such situations. If you encounter any difficulties related to attendance, please do contact your child's Year Leader or Mrs Bahad via MyEd or a telephone call.

Term time holidays

Term time holidays are not permitted during the school year. Absences due to term-time holidays are disruptive to learning and lead to missed opportunities in the classroom.

Any time missed will be logged as an **unauthorised absence**. Fines for a term time holiday will be issued. Fines are paid directly to the Local Authority and are now £80 if paid within 21 days or £160 after that.

However, we recognise that there may be exceptional circumstances that require a term time holiday. In such rare cases, a formal request must be made to the Headteacher via application form. This will be discussed with the Headteacher, and a decision made accordingly. The application form is available from Visitor Reception.

We appreciate your co-operation and understanding regarding our approach to term-time holidays.



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Sanctions for unauthorised absence

The Headteacher may issue a fine (known as a fixed-penalty notice) for unauthorised absence.

The decision whether to issue a fine will take into account whether the national threshold has been met – namely 10 sessions of unauthorised absence in a rolling period of 10 school weeks – as well as other factors. A school day has 2 sessions (AM registration and PM registration).

A student arriving to school after the close of AM registration (9.30am) is marked with a U code which is an unauthorised absence.

If issued with a fine, you'll need to pay this directly to the Local Authority – £80 within 21 days, or £160 within 28 days.

Before a fine is issued, you may receive a notice to improve to give you a chance to engage with support offered by the school.

Thank you for your co-operation in making sure your child receives the best possible educational experience.

Yours faithfully,

Ms R Walsh
Headteacher



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