

17th May 2024



Etone College

www.etonecollege.co.uk

Dear Parent/ Carer

We are writing to make you aware of some changes to our absence reporting procedures and those that the Department for Education (DfE) have implemented to support schools in achieving the Government's aim to increase attendance.

Attendance Update: Reporting Absences

From September 2024 if your child is absent for a day (or part of a day), you can inform us by using the 'Report an absence' feature on the WeDuc app. Follow the link to the WeDuc support portal for the 'How To' video: <https://weduchelp.zendesk.com/hc/en-gb/articles/14181580731921-How-do-I-report-an-absence-for-my-child>

- If your child is off, we require you to make contact **each day** that they are not in school.
- If you have any **medical evidence or supporting documentation**, this can be attached to the form.
- Whilst reporting the absence informs us, this **does not** automatically mean an absence is authorised.
- If you are requesting a planned absence other than a medical appointment, the **Leave of Absence application form** should be completed from the following link: <https://www.etonecollege.co.uk/wp-content/uploads/2023/05/Leave-of-Absence-Request-202372.pdf>

You can still telephone the school to report an absence through our telephone line in the usual way.

Attendance Update: DFE Fixed Penalty Notices

From 31st August 2024, fines may be issued to parents where their child has been absent for 10 unauthorised sessions (equivalent to five days). These fines can be up to **£160 per child, per parent**.

A recent report found that the vast majority of fines for unauthorised absence (89%) are issued for term time holidays. With the above figures, this could mean a fine of **£640 for a family of two children** if time was taken off for a holiday.

This, along with the **detrimental effects on a child's education**, are clear reasons to support the school by ensuring your child attends school each and every day.

Every moment in school counts and days missed add up quickly. Evidence shows that pupils who have good attendance enjoy better wellbeing and school performance than those who don't. From our previous letter you will be aware of the impact poor attendance can have on a pupil's grade and future earning potential.



We are passionate about a pupil's education and where there are attendance concerns, we are eager to work with families to ensure your child's attendance improves quickly. For more information on the support available: <https://bit.ly/3Peaefj>

Attendance and Punctuality Website: This has been designed to be easy to read and navigate and to provide advice and important information about why attendance matters at Etone and the detrimental impact of missing time in school for unnecessary reasons. You can find the link here: <https://bit.ly/49SXS4T>

NHS guidance: Advising parents how to assess your child's wellness to attend school: <https://bit.ly/3PjY2dj>

Kind regards,



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