



6<sup>th</sup> September 2019

Dear Parent/Carer,

As part of our high expectations for students we are reviewing our existing Attendance and Uniform policies and have made changes to our expectations for evidence of illness/unplanned absences. Students who take a day off are now expected to provide evidence to support their absence. Details of what constitutes evidence of authorised absence are shown below:

### Absence Procedures

If you know your child is going to be absent, please inform the Trust School in advance using the student absence line on 0207 987 1883 extension 106. Clearly state your child's full name, tutor group and reason for absence. (Please note that tutor groups have changed this September).

### Examples of Medical Evidence

On your child's return to school please provide one of the documents listed below:

- Medical appointment card confirming attendance
- Medical appointment letter
- Copy of prescription showing name and date
- Prescribed medication with pharmacist label showing name and date
- Hospital discharge letter.

### Examples of Unauthorised Absences

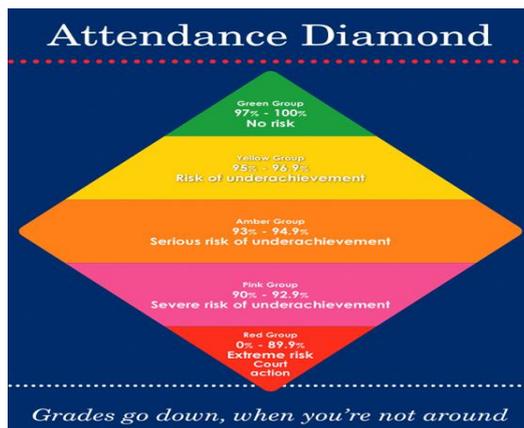
- Leave of absence not approved by the SPWT School
- Absence without medical evidence
- Late after registration has closed

It is at the Trust's discretion to authorise absences and they must be satisfied that the reason for the absence(s) is valid. Unauthorised absence(s) are marked with an O code. Students with significant numbers of O codes are referred to the Attendance Welfare Advisor at Tower Hamlets which may result in Fixed Penalty Notices and prosecution.

Please support your child to maintain good attendance by booking all health and medical appointments either during the school holidays, after the school day or at weekends. We understand that some appointments, necessarily, are booked during school time if there is no alternative therefore please ensure that following a morning appointment your child returns to school in time for afternoon registration at 12:50pm. Alternatively, kindly book afternoon appointments after 13:30pm; evidence must be provided for authorisation.

### Requests for Absence during Term Time

The law does not grant parents an automatic right to take their child out of school during term time as any absence can disrupt your child's learning. Attendance is vital to their academic success and lost education poses a potential risk of under achievement. Please see the attendance diamond below:



### Uniform Expectations

As part of the drive to improve standards the Trust School expects all students to be in full uniform every school day. The uniform expectations are detailed in your child's planner and can also be found on the school website in the letter titled "Core expectations". Please see the link below.

<https://www.spwt.net/news?tag=Secondary>

Students are expected to bring their planner to school every day. From Monday 9<sup>th</sup> September 2019 any student not meeting the uniform expectations or not having their planner on arrival at the school gate at 8:50am, will be issued with a letter and asked to return home to correct uniform/collect planner before returning to school. Failure to return to school will result in an unauthorised absence. The Trust would like to remind you that Students with significant numbers of O codes are necessarily referred to the Attendance Welfare Advisor at Tower Hamlets which can result to Fixed Penalty Notices and prosecution.

Thank you for your vital and continued support in ensuring your child has outstanding attendance and meets our high expectations.

By supporting your child to get the basics right each day, school staff will be able to focus their time and energy on your child's well-being and their learning. We have ambitious plans for all our students and by working together we can help all students to excel. We look forward to your support this year and please do not hesitate to contact us should you have any questions.

Yours sincerely,

**Phil Akerman**  
**Executive Headteacher**

**Raza Ali**  
**Associate Headteacher**

