

Pupil Absence Requests

Dear Parents,

Following the successful implementation of our updated absence protocols last year, we are pleased to share that the system has brought notable improvements in clarity, communication, and safeguarding oversight across the school. Thank you for your continued support in helping make this a success.

Absence Request Process

To ensure consistency and transparency, all absence requests should continue to be submitted via the Engage Portal. This allows us to notify all relevant parties and maintain centralised records. The approval process is as follows:

Appointments (e.g. medical, dental): These may be authorised directly by the Front Office.

Single-day absences: These will be reviewed and authorised by the Head of School (Mrs Partridge and Mrs Tso).

Absences of more than one day: These will be referred to Mr Murray for final approval.

This tiered approach enables us to manage requests efficiently while maintaining appropriate oversight.

Attendance Monitoring and Statutory Responsibilities

In line with our statutory safeguarding duties under *Keeping Children Safe in Education (KCSIE) 2025* and the now statutory *Working Together to Improve School Attendance* guidance, we are required to:

- Keep daily attendance registers for the Department for Education
- Maintain accurate admission and attendance records
- Work collaboratively with families, local authorities, and other partners to support pupils at risk of persistent or severe absence



We remain committed to fostering a school culture that values high attendance and recognises its essential role in academic achievement, wellbeing, and safeguarding.

Attendance Oversight

Mrs Partridge and Mrs Tso will be closely monitoring pupil attendance throughout the year. If a child's attendance falls below 90%, we will work proactively with families to understand and address any underlying challenges. Early intervention is key to preventing persistent absence and ensuring every child has the opportunity to thrive.

Why Attendance Matters

Even small amounts of missed time can accumulate quickly. Please refer to the tables below, which illustrate the impact of lateness and absence on learning time. These figures highlight the importance of regular attendance in supporting your child's progress and overall wellbeing.

Minutes Late	Equivalent Days Missed (yearly)
5 minutes	2 days
10 minutes	3.5 days
15 minutes	5.5 days
20 minutes	7 days
25 minutes	9 days
30 minutes	11 days



Attendance Percentage (yearly)	Equivalent Days Missed (yearly)	Equivalent Lessons Missed (yearly)	Equivalent Weeks
95%	8 days	48 lessons	1 week & 3 days
90%	17 days	102 lessons	3 weeks & 2 days
85%	25 days	150 lessons	5 weeks
80%	33 days	198 lessons	6 weeks & 2 days
75%	42 days	252 lessons	8 weeks & 2 days
70%	50 days	300 lessons	10 weeks
65%	58 days	348 lessons	11 weeks & 3 days

Requesting an Absence

To support families in navigating our absence request process, we've created a short video guide, please [click here](#) to view it.

If you experience any technical difficulties accessing or using the Engage Portal, our Front Office team will be happy to assist you.

Should you wish to discuss an absence request in more detail, please don't hesitate to get in touch with me directly at jmarler@pennthorpe.com

Thank you, as always, for your continued support in helping us provide the very best educational experience for every child.

Best wishes,

Mrs Grace Partridge
Deputy Head Pastoral

