Marlwood School
Working Together for Excellence
Vattingstone Lane
Alveston
Bristol
BS35 3LA

Headteacher: Helen Simmons
01454 862525
marlwoodschool@cset.co.uk
www.marlwood.com

2nd November 2026

Dear Parent / Carer,

Welcome back to Term 2 - I do hope you all had a restful half term break.

Firstly, I would like to introduce myself - my name is Annette Johnson and I am delighted to be the new Attendance Administrator here at Marlwood School. I have been in post only a few weeks and I have thoroughly enjoyed getting to know the pupils, staff and the school. I believe that good attendance is a partnership between home and school and that by working together, we can give every child the best possible opportunities to learn, grow and succeed. My role is to support families, listen to any challenges you may be facing and work with you to find positive solutions, never to judge. I look forward to building those positive relations with you and working together to ensure every child feels supported to attend school regularly.

At Marlwood School, our commitment is to provide every student with a high-quality education that nurtures both academic achievement and personal growth and a key factor in students achieving these is **regular** and **punctual** attendance. Our aim is for every student to achieve 100% attendance ensuring learning time is maximised.

Our main focus this term is to **reduce the number of 'broken weeks'** - this is where a pupil is absent from school for part of the week, rather than attending every day. Broken weeks make it harder for pupils to keep up with learning, maintain good relationships with peers and staff and establish good, regular routines.

Parents / carers of pupils who displayed a high number of broken weeks during Term 1 will receive a separate email from the school asking for your support in working with us to improve attendance and reduce the number of broken weeks in Term 2.

Attendance data is monitored very closely and when a student's attendance falls to 97% or below we will take proactive steps to address this. We are here to work with you - in partnership - to ensure your child reaches their full academic potential.

We would just like to take this opportunity to remind you of our attendance expectations:

Reporting an Absence - if your child is absent, please notify us by **08:15 every morning** via either the absence line - 01454 862585 or our dedicated absence email address - mar-studentabsence@cset.co.uk **Daily updates are required** so that we can record absences correctly. Unexplained absences trigger immediate safeguarding concerns as we must account for every student.

Medical appointments - wherever possible these should be avoided during the school day. If your child does have an appointment, please email mar-studentabsence@cset.co.uk with the details so the registers can be updated. You should also try to **maximise the time** your child is in school - even if that means them attending for a short time, leaving for the appointment and then being dropped back - Every Lesson Counts; we very much appreciate your support with this.

Punctuality - when pupils arrive to lessons late it disrupts learning, is unsettling for pupils and increases anxiety. We monitor lateness closely:

- Unexcused lateness results in a lunchtime detention;
- Two late arrivals in one week results in an after school detention
- Arrival after register officially closes - 09:15am - is recorded as an unauthorised absence;

We appreciate that for some the main route into school is currently disrupted with on-going major road works and additional traffic thus increasing the journey time but with this knowledge, lateness can be avoided by starting your journey earlier.

Unauthorised Absences - an absence will be marked as unauthorised if it lacks an agreed, valid reason. Some examples are:

- Truancy (on-site or off-site) or unexplained absences;
- Term-time holidays, family trips;
- Keeping children off school unnecessarily or uniform policy breaches;
- Illness or medical appointments which lack support evidence (case dependant)

Penalty Fines - From September 2024 new national rules and regulations around attendance were introduced by the Government. Accumulating 10 unauthorised sessions (equal to 5 school days) within a rolling 10-week period, may trigger a penalty notice. These are issued by the Local Authority and are **£80 per parent, per child** (if paid within 21 days) rising to **£160** if paid between 21 and 28 days.

Regular school attendance helps students develop the disciplines and routines that are needed for future opportunities and academic success. We are dedicated to supporting each and every student's educational journey and ask that you work with us to ensure your child attends school on a regular basis.

Without good attendance, our efforts to provide high-quality education come to nothing; strong, punctual attendance is what creates a bright future. If you have any concerns regarding your child's attendance please don't hesitate to contact us.

We thank you for your support in this matter

Kindest Regards,





Mrs A Johnson
Attendance Administrator

Mr D Johnson
Assistant Headteacher
Culture & Ethos