

Thursday 16th July 2026

Dear Parent/Carer

Updated Attendance Policy – September 2026

As we prepare for the start of a new academic year, I would like to draw your attention to our updated Pupil Attendance Policy, which will come into effect from September. The policy reflects the latest Department for Education guidance and our continued commitment to ensuring every child attends school regularly and achieves their full potential.

At Ryecroft CE Middle School, we believe that excellent attendance is fundamental to academic success, personal development and wellbeing. Every day in school matters and we are committed to working closely with families to ensure that all pupils attend school regularly and punctually.

The updated policy includes a number of important expectations and procedures, including:

- * An expectation that all pupils achieve at least 97% attendance.
- * Parents/carers should notify the school by 9.00am each day their child is absent, providing the reason for the absence.
- * From September, where appropriate, the school may request evidence to support an absence, such as confirmation of a medical appointment, a prescription or other relevant documentation.
- * Medical and dental appointments should be arranged outside the school day wherever possible. Where this is unavoidable, pupils should attend school before and/or after their appointment.
- * Holidays during term time will not normally be authorised and may result in a request for the Local Authority to issue a Penalty Notice, in line with national legislation.
- * Attendance and punctuality will be monitored closely. Where concerns arise, we will work with families to provide support. However, where attendance does not improve, formal attendance procedures may be implemented, including referrals to the Local Authority where appropriate.
- * Good attendance and improved attendance will continue to be recognised and celebrated throughout the year.

Our aim is always to work in partnership with parents and carers. We recognise that some children experience genuine barriers to attendance and, where this is the case, we will work with families and other agencies to identify appropriate support while maintaining high expectations for attendance.



RYECROFT
C.E. MIDDLE SCHOOL

Ryecroft C.E. Middle School
Ashbourne Road
Rocester
ST14 5PB

Executive Headteacher: Mrs A Grattage
Telephone: 01889 590394
Email: office@rms.i2e.org.uk
Website: www.ryecroft.staffs.sch.uk

"Loving and Learning together."

I encourage all parents and carers to read the updated Attendance Policy in full. It is available on our website and provides detailed information about attendance expectations, absence procedures, leave of absence requests and the support available to families.

Thank you for your continued support in ensuring that every child benefits from the opportunities that regular attendance provides. By working together, we can give every pupil the very best chance of success.

Yours sincerely,

Mrs A Grattage
Executive Headteacher

