



26.07.2024

Dear Parents and Carers,

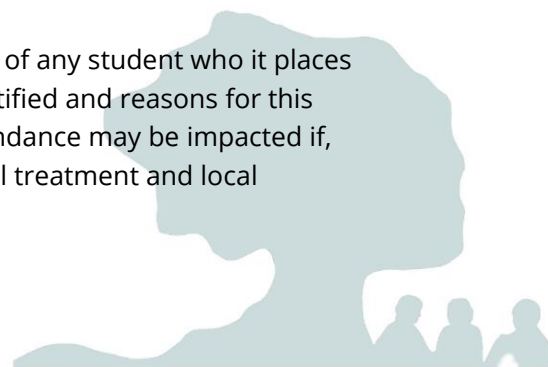
I hope that the summer break has started well for you and your families.

Further to my end of year email to all parents, I am writing to provide more detail about the changes which the Department for Education (DfE) is making to its guidance regarding school attendance. This can be found in the document "Working together to improve school attendance" [HERE](#). It is to be implemented by all schools and local authorities effective from 19 August 2024. Moor House will be applying this guidance and reporting under the newly assigned attendance codes from the first day of the autumn term.

The Moor House Attendance Policy will be updated to reflect these changes. This updated policy will go to the 'Every Child Matters' (ECM) committee in late September so that Governors can review it. **However, the changes to our practice will be effective from the first day of term, which is why I am writing to you now to make you aware.** The revised Attendance Policy will be available on our website soon after this ECM meeting – you will receive an email with a link once it has been uploaded.

### Key Changes

- Currently, holidays in term time can be granted in specified exceptional circumstances, but this will no longer be possible. Any requests for holidays in term time will be declined and if parents and carers choose to take their child out of school or college this will be marked as **unauthorised**. This will include the very few term-time holidays which had, in exceptional circumstances, already been authorised for 2024/25. The guidance sets out the consequences to parents and carers of taking unauthorised holidays in term time.
- At present we report attendance data to local authorities at the point of annual review and if it is specifically requested. We do not report routinely to the DfE. **From September all schools will be reporting attendance to the DfE, electronically on a daily basis.** Over the past year we have seen greater scrutiny by local authorities on student attendance and it is my view that requests for this information are likely to increase going forward.
- Surrey County Council has requested that if the attendance of any student who it places at Moor House drops below 80% that the case worker is notified and reasons for this provided. There are inevitably cases where a student's attendance may be impacted if, for example, they have surgery or require extended medical treatment and local authorities are understanding of this.
- We are also required to report lateness to the DfE.



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### How you can assist

- We have now updated the Request for Time Off form to reflect some of the changes. Please ensure that this form is used going forward. This is attached.
- If you decide to take a holiday in term time, please complete the same form as we need to keep an accurate record of the reasons for student absence.
- Please report your child's absence as early as possible – remember you can send an email (out of hours) to [parents@moorhouseschool.co.uk](mailto:parents@moorhouseschool.co.uk), if you are calling on 01883 712271 please make sure this is after 08:00am when the switchboard opens.
- Please make routine medical, dental and orthodontic appointments after school hours or during the holidays. It is appreciated that hospital appointments and some medical appointments do not offer this flexibility.
- If your child is going to be absent for any reason, please contact us. We have a duty of care to all students and will follow up with you if your child doesn't arrive and we don't hear from you.

It is important that students attend school and college on a regular basis. There is a direct correlation between good attendance and academic progress. We will be contacting you to let you know if your child's attendance falls below 95% to discuss how we can support your child to improve their attendance. Attendance below 95% means that a child is missing half a school or college day every week.

Thank you in advance for your support.

Best wishes,

Helen Middleton  
Principal



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