



THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

23 September 2025

Dear Parents and Carers,

Re: A reminder of the attendance protocols & Leave of Absence applications (LOA)

At The Avon Valley School, we are committed to ensuring that every child has the best possible chance to succeed, both academically and socially. One of the most important factors in achieving this is **regular school attendance**. Where possible pupils should aim for 95% attendance to school (10 days missed per year).

Good attendance to school is directly linked to positive outcomes in school and beyond. Research shows that pupils who attend school regularly:

- Achieve higher grades, particularly at GCSE.
- Develop stronger friendships and social skills.
- Build confidence and resilience.
- Are better prepared for further education, apprenticeships, and employment.

Last year the national average attendance figure for secondary school pupils was 91.3%. We had 75% of students at or above this figure. **We have set an ambitious target of 80% of pupils achieving or exceeding this year's national attendance figure but we need your help to achieve this.**

ATTEND communications

Following positive feedback last year, we will be using the communication tool 'ATTEND' to send personalised messages/updates to parents via email and text related to school attendance. These messages will contain updates on your child's current attendance status, setting achievable improvement targets and communicating positive messages of celebration when milestones or improvements are met. Parents are welcome to respond to these message when they are received to communicate with staff.

Leave of Absence (LOA)

We fully understand that children may sometimes need time off for illness or other unavoidable reasons or opportunities. When incidences of this occur, we would like to work with families to minimise lost learning and support pupils to return as soon as possible. However, we encourage families to keep absences to a minimum and to work with us if you are experiencing difficulties with attending school.

If you do require time off school, please ensure a LOA form is completed and sent into school. As a school we follow statutory guidance from the Department for Education and the Local Authority. We are unable to approve/consider a holiday request without prior notice. LOA forms can be found on the school website or requested at the attendance office in school. There is a poster attached to this letter outlining the process around holidays during term time and the fines imposed. These fines are not received by the school

Newbold Road, Rugby, Warwickshire CV21 1EH

Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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✂ @AvonValleySch 📘 AvonValleySchool



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Reporting an illness:

If your child is too ill for school, please report the absence on each day of the illness. This can be done via each of the following methods:

- Telephone - calling into the main school office and select the attendance option
- Classcharts (this is the quickest and easiest way to report).
- Email – absences@avonvalleyschool.uk

Please do not report absences on the MyEd app. This app is only used for finance.

According to NHS guidance pupils should only be off school for sickness and diarrhoea (48 hours off), a temperature or infectious disease – for example chickenpox (not a cough or cold). Many illnesses can now be treated by the local pharmacy.

Please find the link below for guidance:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

How you can support your child:

- Encourage good routines, including regular bedtimes.
- Aim to arrive at school on time each day (Tutor time starts at 8:45).
- Avoid taking holidays during term time – Any absence should be applied for in advance via a leave of absence form.
- Contact the school if you are facing any challenges that affect your child's attendance—we are here to help.
- It is normal for children to feel anxious at times about school. If this persists and becomes a concern, please inform school as soon as possible for us to support.

Together, we can make sure your child gets the very best from their education. Your support is vital in ensuring that your child makes the most of every learning opportunity.

Thank you in advance for your continued commitment to your child's education. If you would like to discuss attendance further or need any support, please do not hesitate to get in touch with myself as the Senior attendance lead or the relevant Head of Year/School Office.

Yours sincerely,

Mr M Clancy
Assistant Headteacher: Attendance, Behaviour & Inclusion

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