



May 2026

Attendance Monitoring

Sandhill View Academy operates a strict attendance monitoring process for all students to ensure that our children have maximum chance of success in secondary school.

Having a good education will help to give your child the best possible start in life and as you will already be aware; we expect regular and punctual attendance at Sandhill View Academy. It is recognised that poor school attendance limits educational achievement and the future progress of young people.

The 4-stage monitoring process is used to indicate the level of your child's school attendance:

Stage 1 – Pupils who have an attendance of 95% or below. A letter will be sent out reminding parent/carer of the importance of good attendance and pupils will be monitored for a set number of days whereby 100% attendance is expected.

Stage 2 – If pupils continue to have an attendance of 95% or below and have made no improvement during the last period of monitoring, a further letter will be sent home outlining further concerns and a further period of monitoring will occur. This will be for a set number of days and 100% attendance during this period of monitoring will be expected.

Stage 3 – If pupils continue to show little, or no improvement and attendance has not reached 95% or above a letter will be sent home advising that the parent will be expected to attend an appointment in school to complete an attendance action plan. This will outline the expectations of all parties. Pupils will again be monitored for a set number of days and 100% attendance will be required during this monitoring period.

Stage 4 – Pupils whose attendance has continued to decline and have not met the actions on the attendance action plan will now be considered for a referral to the Local Authority. This will be in relation to a fixed penalty notice and/or legal action.

Our goal is for all pupils to meet a target of 97% to 100% attendance.

Students whose attendance is above 95% will be frequently recognised and rewarded as part of our “95 for 95” and “100 for 100” clubs and during rewards assemblies at the end of each term, as well as weekly as part of Fantastic Friday!

We are asking for the co-operation of all parents and carers. You can help us by:

- Encouraging your child to attend school every day, on time.
- Ensuring that any medical or dental appointments are made outside of school hours wherever possible and after 2.30pm if not.
- Telephoning or message school on the day of an absence and provide information (medical evidence etc.) to explain any absence.
- Informing us of any changes or circumstances at home which may affect your child's ability to attend school.
- Supporting your child and the school by attending parent's meetings, using ClassCharts so you know what is happening in school and take a keen interest in your child's schoolwork.
- Not applying for any leave of absences in term time – we are not able to grant leave of absence during term time unless there are exceptional circumstances. The Local Authority will issue a fixed penalty notice for every holiday taken in term time.

I hope you will support the school in this matter. If you have any queries, please do not hesitate to contact the attendance team on 0191 5949992 – option 1.

Yours sincerely

Mrs J Dodd
Headteacher