



NEWSTEAD WOOD SCHOOL

"creating opportunities for success"

14 January 2026

Dear Parent/Carer

Attendance – Expectations and Procedures

At Newstead Wood School we have the highest expectations across all areas of school life including attendance. We value positive relationships between staff and students and want all students to feel they belong and are valued. We work with students to ensure that they have the highest possible attendance at school as we know that this is the best way for them to succeed and to get the most out of all we have to offer.

There is a clear link between academic outcomes and school attendance. Here at Newstead Wood School the target for all students is 100% attendance. The minimum expectation that we have for students is 96% attendance which equates to no more than one day of absence in 5 weeks.

There are 175 non-school days per year for holidays, shopping and appointments. There is no need, except in exceptional circumstances, to miss a day's education. If a student misses one day a fortnight their attendance is 90%. This equates to 19 days of missed education in a year and increases the likelihood of dropping at least one GCSE or A level grade. It is vital we work together to teach our students the value of attending school each and every day.

This afternoon you will receive an attendance summary for your child detailing their attendance for September. From now on, you will receive fortnightly attendance summaries throughout the year. You can also check your child's attendance on the Arbor App at any time.

The Department for Education's benchmark for persistent absence is anything below 90% attendance. If your child's attendance falls below 90%, you will receive a letter from our attendance team. The purpose of this letter is to recognise that there may be a need for additional support to improve a student's attendance. The aim is that following receipt of an attendance letter we should see an improvement in attendance. Where this does not occur, it may be appropriate to progress to the next level of attendance intervention and support.

We would also like to highlight the school's attendance procedures, as well as outlining our expectations with regards to attendance and punctuality. We do appreciate that at times students may not be able to attend school. We understand that some medical appointments are beyond the control of parents/carers but we ask that wherever possible any appointments are made outside of school hours.

Headteacher: Mr Paul Norman MA, MSc, BSc (Hons), PGCE

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If your child is unavoidably going to be absent from school (eg. due to illness) we ask that you contact the school via the Arbor App for daily absence reporting, or via email attendance@newsteadwood.co.uk for future absence reporting, providing a detailed reason for their absence and where possible supporting this with medical evidence.

If your child is due to be absent for an extended period of time, we ask that a Leave of Absence form is completed and delivered to the school in person or via email (attendance@newsteadwood.co.uk). The [form](#) and a complete copy of our [Attendance Policy](#) can be found on the school website.

Similarly to attendance, punctuality is crucial and can impact on learning. As you know, we operate a same-day late detention for students who are late to school in the morning (exceptional factors are taken in to consideration). Any student who is late to school three times in a week will also receive an additional 50-minute afterschool detention the following week.

If you have any questions, please do not hesitate to contact me at pbongout@newsteadwood.co.uk

We look forward to working closely with you this year. Newstead Wood School takes great pride in supporting students to achieve outstanding attendance to enable them to achieve outstanding outcomes.

Yours sincerely

A handwritten signature in black ink, appearing to read 'P. Bongout'.

Mrs P Bongout
Assistant Headteacher