

Date: 6th July 2026

Dear Parents and Carers,

Subject: Introducing Our New Attendance System: A Star Attendance

As you are aware, we are incredibly proud of our improvements with attendance over this last academic year. Thanks to your hard work and partnership, we are proud to share that our school remains **above national, regional, and local averages**. To build on this success, and as part of our ongoing efforts to improve attendance and outcomes for all students, we are introducing a new system called **A Star Attendance**. The system is designed to proactively support and improve attendance for each and every student, as well as across our whole school.

Why Attendance Matters

Attending school is a crucial foundation for a child's future success and personal development. Each day spent in the classroom offers invaluable opportunities for learning, growth, and socialisation that are essential for academic achievement and overall wellbeing. We expect consistent and punctual attendance, as this fosters a sense of routine and responsibility, vital skills for both academic and personal life, both now and in the future.

Communication Moving Forward

We want to support your child to reach their full potential. Please remember that you can arrange to speak to the school about any concerns or support you may need at any time.

We believe that our new system will support our students and ensure that every child has the opportunity to succeed academically. Please be aware that you will begin to receive correspondence via email regarding your child's attendance, including updates, celebratory messages, concerns, or information about support and interventions.

We will be starting to use this system straight away. These automated updates will come from the following email address: noreply@astarattendance.com. Please ensure this is marked as a safe sender in your email inbox.

Important Reminder: It is fundamental, and a parental responsibility, to ensure that all student and family contact details are kept strictly up to date. Please make the school aware of any changes to phone numbers, home addresses, or email addresses immediately so we can ensure effective communication regarding your child.

Thank you for your continued support, and we look forward to working together to improve outcomes for all our students.

Should you have any questions or require any further assistance, please do not hesitate to contact the attendance team on **01709 539811** or email (**attendance@oakwood.ac**)

Yours sincerely,



Phil Storey

Headteacher

Attendance Stage Process

It is important to highlight that this new system isn't just about monitoring concerns; **A Star Attendance** will also be used to recognise and celebrate students who meet or exceed our school attendance expectations. You can look forward to receiving positive recognition letters from **noreply@astarattendance.com** to celebrate your child's excellent attendance. Furthermore, our attendance rewards will be continuing into the next academic year. We are ensuring that the student voice is taken into account so the rewards on offer are exactly what our students want and find motivating.

However, should a student's attendance fall below our expected standard, there is a 4 stage monitoring system in place to help and support the young person and family.. The details of this can be found below:

Stage 1	Students who have an attendance percentage below the school's attendance threshold of 96%. An initial concern letter will be sent to remind parent/carer of the importance of good attendance.
Stage 2	For students whose attendance remains below our school threshold and who have further absences, parents will receive an 'Ongoing Concern' letter alongside an invitation to a meeting in school. We take a support-first approach and want to work together with you to identify and remove any barriers preventing your child from attending regularly
Stage 3	If a student continues to show little or no improvement, incurs further absences, and remains below the school's attendance threshold, parents/carers will receive a 'Serious Concern' letter. This will signal the start of a strict 4-week monitoring period , during which 100% attendance is required unless official medical evidence is provided. At this stage, a formal meeting may also be called with the Headteacher or Assistant Headteacher to discuss necessary interventions.
Stage 4	Where a student has unauthorised absences during the 4 week monitoring period, they will be considered for referral to the Local Authority Attendance Team for enforcement action. Parents/carers will be notified of this decision.