



**Rye College**

**The Grove, Rye, East Sussex TN31 7NQ**

**T: 01797 222545 E: [office@ryecollege.co.uk](mailto:office@ryecollege.co.uk)**

**[www.ryecollege.co.uk](http://www.ryecollege.co.uk)**

Executive Headteacher: Mr Barry Blakelock

Headteacher: Mr Dom Downes

13<sup>th</sup> September 2023

Dear families,

As we start the new year, we would like to take this opportunity to highlight the importance of your child having the highest possible attendance to school. We all know that being in school will have a direct positive impact on a child's opportunities for success and a bright future.

We describe attendance in relation to the number of days away from school out of the maximum of 190 days and as the number of fully weeks completed out of a maximum of 38 weeks.

For example:

- Students, who are absent 38 days out of 190 days (7.5 weeks out of 38), miss 30 hours of English and 30 hours of Maths
  - 38 days is equal to 80% attendance.
- Students, who are absent 19 days out of 190 days (3.5 weeks out of 38), miss 16 hours of English and 16 hours of Maths
  - 19 days is equal to 90% attendance.
- 90% attendance and lower is identified as persistently absent – this lowers your child's ability to be truly successful at Rye College.

With this in mind, here is how you can help us ensure your child success at Rye College.

If your child is absent from school, please let us know by emailing [studentattendance@ryecollege.co.uk](mailto:studentattendance@ryecollege.co.uk) or texting 07873546134 **each day your child is absent.**

**Please Note:**

- No absences are authorised without medical evidence – this can be photos of medication your child has been prescribed.
- We do not authorise holidays within term time and we will issue a Fixed Penalty Notice for this.

**Absence due to illness**

Many students are absent from school for a minor illness, including colds. We encourage you to send your child to school even, if they have a minor illness such as hay fever, a cough or cold, eczema, or are feeling generally unwell, safe in the knowledge that if they become too unwell to be in school, we will contact you.

If your child does not feel well in the morning but starts to feel a bit better later in the day, we would encourage you to bring your child in to school.



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Often, being with their friends and being involved in activities is enough to make your child feel much better.

We are also able to give out medication such as pain killers as long as you have filled in a Medication Consent Form (available from reception) and provided them to us.

### **Routine Appointments**

Where possible, we ask that any routine appointments (such as appointments with the orthodontist, asthma clinic, GP, dentist) are made for outside of school hours. If you cannot make appointments at this time, we request that your child either attends the morning session or returns to school after the appointment.

### **Anxiety**

We know that some students are absent from school because they are anxious or worried. We would like to encourage all parents to ask their child questions about their illness. Do you notice your child always feels sick on a Monday morning, or always has a sore leg on the same day of the week? Sometimes this may be because they are worried about something but can't find the words to tell us, so say they have a stomach-ache instead.

We also encourage you to send your child in to school because the longer they are away, the harder it is for them to come back. We have a lot of support we can offer your child, including one to one support, group sessions and bereavement support but your child can only access this support if they are in school.

We are happy to meet with you and your child to discuss their attendance and create a support plan for them. Please email [office@ryecollege.co.uk](mailto:office@ryecollege.co.uk) and mark the email attendance appointment.

Finally, all student's attendance is monitored at Rye College and where possible we will support you to ensure that your child attends regularly. However, should this support fail, we will implement Fixed Penalty Fines and prosecution for non-attendance.

Thank you for your support in ensuring your child is in school and being successful.

Yours sincerely,

Miss J. Carpenter  
Deputy Headteacher