

All Saints Inter-Church Academy

County Road
March
Cambridgeshire
PE15 8ND



Tel: 01354 659000 Email: office@allsaints.cambs.sch.uk Website: www.allsaints.cambs.sch.uk

Date 11/11/2025

Dear Parents and Carers,

At All Saints Inter-Church Academy, we are committed to ensuring that every child has access to a full-time education. Regular attendance is essential for your child's learning, development, and overall wellbeing. As part of our duty of care, we monitor attendance closely to identify and support any concerns early.

We understand that children may be absent due to genuine illness. However, it is important that we continue to monitor attendance even in these cases. If your child's attendance falls below 95%, we will follow a clear and supportive procedure:

1. Initial Notification

You will receive a letter informing you that your child's attendance has dropped below 95%. This letter will be sent regardless of the reason for absence, including medical reasons. We will invite you to contact the school to discuss any support we can offer.

2. Monitoring Period

We will continue to monitor attendance with the hope of improvement. If attendance does not improve, you will be invited to an informal meeting with our Attendance Officer and a member of the Senior Leadership Team. This meeting is an opportunity to work together to identify any barriers and explore ways we can support you.

3. Attendance Support Plan

If attendance remains a concern, a contract meeting will be arranged. This will involve agreeing on tailored targets and outcomes over a set period to help improve attendance.

4. Review Meeting

After the agreed period, we will hold a review meeting to assess progress against the attendance targets. If attendance has improved, no further action will be necessary. If concerns remain, we will discuss next steps and any additional support that may be needed.

5. Referral to Local Authority

If attendance still does not improve despite the support and agreed actions, the case may be referred to the Local Authority for further intervention.

Safeguarding and Absence Reporting

Safeguarding is a top priority at All Saints Inter-Church Academy. We ask that parents contact the school by 9:00am on the first day of any absence to inform us of the reason. If we do not receive a call, we will contact you. If we are unable to reach you, we may carry out a welfare check by visiting your home.



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Please note:

- Even if we have heard from you daily, if we have not seen your child by day three of absence, we may conduct a welfare visit to ensure your child is safe and well.
- If parents do not contact the school and a welfare check has been carried out but is unsuccessful in confirming the child's safety, we may refer the matter to the police as part of our safeguarding responsibilities.

Medical Appointments

All medical appointments require proof of the appointment, being sent into Office@allsaints.cambs.sch.uk. Children will only be authorised for half-day leave unless the appointment letter clearly states otherwise. If proof of appointment is not sent to the office this may mean both sessions of this day is unauthorised.

Term-Time Holidays

If you are planning a term-time holiday, please note this will be unauthorised unless there are exceptional circumstances. A holiday request form should still be completed and can be requested from the school office. A fine will be issued for any unauthorised holidays by the local authorities which is stated on the letter that is sent with the decision is made.

If a term time holiday form is not filled out and we have reason to believe you have taken your child on holiday you will receive a letter stating, we believe you have taken a term time holiday and again a fine will be issued by the local authority.

We appreciate your support in working with us to ensure your child receives the best possible education. If you have any questions or concerns, please do not hesitate to contact the school office.

Yours sincerely



Mr M Harrison
Executive Headteacher