Sandringham School
'Everybody can be Somebody'

Ambition Education Trust

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Deputy Headteacher: Kate Mouncey, BSc (Hons) MA

Letter No: 100/2026

20th November 2026

Dear Families,

Attendance Monitoring and Communications

As we reach the 10-week mark of the term, we are conducting a detailed analysis of all student attendance records. Our current whole school attendance in Years 7-11 is 96% which is outstanding. Consistent attendance is crucial to your child's academic progress and overall well-being, and we are committed to working together to support every student. From this point, each student has been placed into a specific **Attendance Stage** based on their attendance percentage from 1st September 2026.

We will now start to send out targeted communications to alert families where attendance reaches a stage of concern, and as a student transitions between attendance stages. These messages will provide key information, including your child's current attendance percentage and there will be some further communications stating the number of school sessions required for them to move up to the next attendance stage.

Please note that all future attendance-related communications will be sent via our **'Attend'** system rather than our usual ParentMail app/email. Please look out for these messages and click on the link contained within them to access information about your child.

Below is the outline of our attendance stages:

Group	Attendance	Likely impact	Action/ notification
Stage 0:	96% - 100%	No Concern	
Stage 1:	94% - 95.9%	Early flag	Letter 1a
Stage 2:	90% - 93.9%	Risk of underachievement	Letter 1b
Stage 3:	85 - 89.9%	Severe risk of underachievement (Persistently absent)	Letter 2
Stage 4:	50% - 84.9%	Extreme risk of underachievement (Persistently absent)	External referral/ support. Possible Notice to Improve and legal intervention.
Stage 5:	Below 50%	Critical risk of underachievement (Severely absent)	Possible Notice to Improve and legal intervention. External referral/ support.

For full guidance on our complete attendance policy, procedures, and support options, please see our guidance page here: https://www.sandringham.herts.sch.uk/Student-Support/Attendance/

Thank you for your continued partnership in supporting your child's education and regular school attendance.

Yours sincerely,

Kate Mouncey
Deputy Headteacher