

CFR/AST/OPH

5 September 2023

Dear Parents and Carers

Re: Attendance Information for Plume, Maldon's Community Academy

I would like to take this opportunity to thank all stakeholders for their concerted efforts in maximising our academy attendance last year. We have seen an improvement in our whole school attendance and find ourselves above the national average for attendance. Whilst the percentage of students who are below 90% and are persistent absentees echoes the national average.

Should you need to report your child absent, please contact the academy each day of absence. This communication results in us sending fewer absence notification texts and is key to enabling us to authorise more absences where specific reasons, which meet the Department for Education and NHS guidelines, are provided. Further information on these are available under the Attendance section of the Academy website.

Please find details for our absence reporting procedure below:

To ensure the correct process is followed, please can we ask that on each day of absence by 8:45am:

- A call is made to 01621 854681
- Choose Option 1 - 'student absence'

Then:

- Option 1 for Years 7 and 8
- Option 2 for Years 9 – 11

Alternatively, please email the dedicated Attendance email address attendance@plume.essex.sch.uk which is monitored by both campus Attendance Offices. This can also be used to share medical appointment cards or letters and medical evidence, such as prescriptions and medication packaging.

Please note any applications for absence during term time for exceptional circumstances should be sent to Mrs Clark as Joint Head of Academy and Mr. Stoneman for consideration in accordance with input from the Department for Education, again our attendance page on the academy website shares this information - <https://www.plume.essex.sch.uk/attendance>.

Our rewards system means that students who achieve 100% attendance for one, two or three terms are awarded with Bronze, Silver and Gold 100% badges and Satchel one badges. Whilst those who are above our academy attendance target of 95% will receive a badge on Satchel One. We look forward to sharing such achievements with yourselves as we truly value the role all stakeholders play in improving and sustaining high levels of attendance.

Your ongoing support and honest communication with the Attendance Team is, as always, greatly appreciated. Please do not hesitate to contact the Attendance Officers – Mrs Catherine Frampton-Singh at Mill Road Campus and Mrs Claire Yorston at Fambridge Road Campus with any concerns or queries.

Yours sincerely



Mr. A Stoneman
Vice Principal and DSL
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