

3 September 2024

Dear Parents and Carers

Re: Attendance Information for Plume, Maldon's Community Academy – 2024-25

I would like to take this opportunity to thank all stakeholders for their concerted efforts in maximising our whole academy attendance last year. We have seen an improvement in our overall attendance and are above the national average for attendance with the percentage of students who are below 90% and are persistent absentees below the national average. Placing us just outside the top 10 secondary schools in Essex.

The Plume Academy Maximising School Attendance Team includes:

- Mr A. Stoneman – Deputy Headteacher, Senior Attendance Champion and Designated Safeguarding Lead
- Mrs C. Yorston – Fambridge Road Campus Attendance Officer
- Mrs C. Frampton-Singh – Mill Road Campus Attendance Officer
- Mrs M. Sarling - Maximising School Attendance Programme Co-Ordinator
- Mrs D. Harrington - Maximising School Attendance Visit Co-Ordinator

Should you need to report your child absent, please contact the academy each day of absence. Please be aware, absences are authorised in accordance with Department for Education and NHS guidelines, which is available on our website <https://www.plume.essex.sch.uk/attendance>. **Please note, we have updated our sickness policy, and recommend students should return 24 hours following the last occasion of illness.**

Our absence reporting procedure is as follows:

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 - 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 a leave of absence during term time or sporting event should be made using the electronic form, which is available on the Attendance section of the website or through this link <https://forms.office.com/e/HTCr7imHEF>. Due consideration will be given in accordance with the guidance from the Department for Education (DfE). Further information regarding the recently updated DfE guidance is available here <https://educationhub.blog.gov.uk/2024/02/29/fines-for-parents-for-taking-children-out-of-school-what-you-need-to-know/>.

Good punctuality at school is essential for students to achieve their full educational potential. It is also vital for students to form good habits for later life. This academic year, as per the updated guidance from the DfE, any student arriving after the registers close at 9am, will now receive a 'U' code for their lateness. This 'U' code represents unauthorised absence for a student and will negatively impact their attendance, if they were to fall below 90%, they would be categorised as 'Persistently Absent' and this could lead to attendance actions being taken.

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 Frampton-Singh at Mill Road Campus and Mrs Yorston at Fambridge Road Campus with any concerns or queries.

Yours sincerely



Mr. A Stoneman
Deputy Headteacher and DSL
a.stoneman@plume.essex.sch.uk