

Friday 21st July 2023



This year's whole school attendance = **96%**

Whole School summer term 2023 Attendance = **97.1%**

Summer term attendance by class – Congratulations to Bielefeld Class (Year1) who recorded the highest attendance.

FS2	Y1	Y2	Y3	Y4	Y5	Y6
97.4%	97.6%	96.9%	95.7%	96.7%	96.4%	95.9%

Congratulations to our 100% Attendance Club

2022-23: Anna Parkinson

Spring and Summer term 2023: Noah Woodruff

DCS Attendance Directive 3.2.6 (which can be found on our Safeguarding and School Policies tabs on our school website)

Please find attached to this Attendance Matters, Annex E from the above directive to all DCS Schools overseas. I would strongly encourage all parents to consider the following information regarding unauthorised absence within the published academic calendar.

Repeat Unauthorised Absences & Persistent Lateness

- If attendance is **above 98%** and pupil has two separate unauthorised absences: School to monitor attendance.
- If attendance is **above 96%** and pupil has two separate unauthorised absences: T/C from schools to discuss absence and consider invite to informal meeting with EWO and school.
- If attendance is **below 96%** or **3** separate unauthorised absences: Referral to EWO and parents/carers invited in for MOD Attendance Review (MOR).

Exceptional term time leave – information from Directive 3.2.6

Valid reasons for **authorised absence** include:

- a. Illness and medical/dental appointments.
- b. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.
- c. Post Operational Leave.
- d. Significant close family birthday events, or close family terminal illness or bereavement.

*Family holidays are not justified reasons for authorised absence during term time and will be registered as authorised absence. Exception: when in year amendments to the school's published academic calendar are made.

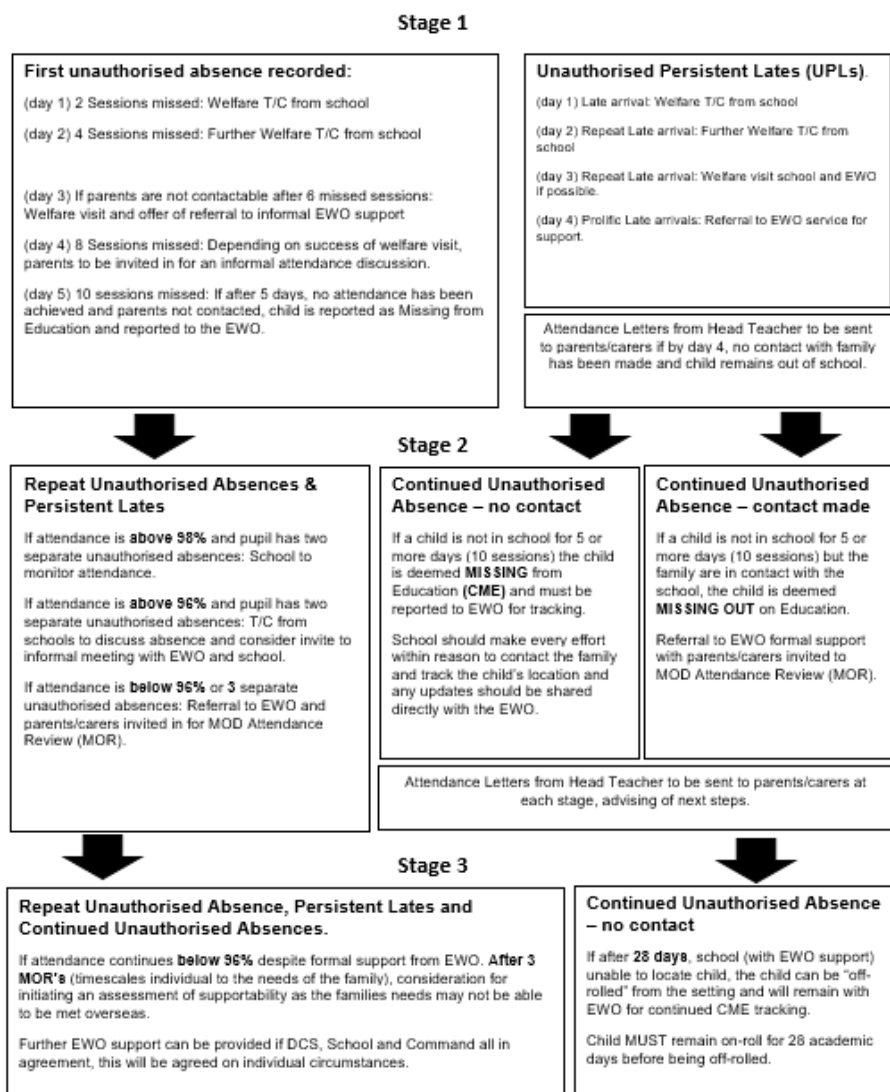
*POL and Exceptional Leave request forms should be collected from the Main Office. They are also available via DCS Attendance Directive 3.2.6 on our website (Annex B and C)

PLEASE REMEMBER

In line with DCS Attendance Directive 3.2.6:

- Parents are expected to telephone the school on the first day of absence prior to 0920hrs. This should be repeated daily for general illness and every 48 hours if a child has sickness or diarrhoea.
- If a child's absence goes above 5 days, school will contact the parents to discuss the reasons for this and suggested parents seek medical guidance from the Sennelager Medical Centre.

Annex E Unauthorised Attendance Flow Chart



Have a lovely summer holiday and school starts again for all pupils on Wednesday 6th September – our school gate opens from 0830hrs. See you all then!



We care about each other, learning and our school

School Calendar 2023/24

Autumn Term 2023

First Day of Term	Wednesday 6 th September 2023
Half Term	Monday 23 rd October – Friday 27 th October 2023
Last Day of Term	Wednesday 20 th December 2023 (1315hrs finish)

Spring Term 2024

First Day of Term	Thursday 4 th January 2024
Half Term	Monday 12 th February – Friday 16 th February 2024
Last day of Term	Friday 22 nd March 2024 (1315hrs finish)

Summer Term 2024

First Day of Term	Tuesday 9 th April 2024
May Bank Holiday	Monday 6th May 2024 (School closed)
Half Term	Monday 27 th May to Friday 31 st May 2024
Last Day of Term	Friday 19 th July 2024 (1315hrs finish)

Attenborough School closure days due to professional learning

Monday 4th and Tuesday 5th September 2023

Monday 27th November 2023

Monday 8th April 2024

+1 day of twilight learning sessions completed across academic year 2023-24

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