



POOL HAYES ATTENDANCE NEWSLETTER

SPRING TERM 1 2026

Message from the Attendance Team

Welcome to our first half termly attendance newsletter! Thank you for all of your support in helping your child have #PHAntastic attendance and we wish you a lovely half term break!

Appointments

WE KINDLY ASK FOR YOU TO ARRANGE MEDICAL AND OTHER APPOINTMENTS OUTSIDE OF THE SCHOOL DAY TO PROTECT STUDENT LEARNING TIME.

WE UNDERSTAND THAT SOME APPOINTMENTS ARE UNAVOIDABLE BUT FREQUENT ABSENCES CAN DISRUPT YOUR CHILD'S LEARNING ROUTINE. BY SCHEDULING OUTSIDE OF SCHOOLTIME, YOU ARE HELPING THE CONSISTENCY OF LEARNING AND GIVING YOUR CHILD THE BEST POSSIBLE CHANCE TO SUCCEED.

Miss School, Miss Out!

What's coming up next half term:

Globe Theatre Trip

Y10 Geography Trip

Y9 Options Week + Parents Evening

Bryntysilio Trip

Where can I find support with attendance?

Where possible, we will offer support to you and your child around attendance. This is through a multi-tier approach to support.

Please reach out to our attendance team for support around attendance:

Mr Rose (Attendance Manager, Y7) -
tyler.rose@attrust.org.uk

Miss Walker (Attendance Officer, Y8+Y9)-
leia.walker@attrust.org.uk

Miss Smith (Attendance Officer, Y10+Y11)-
ellie.smith@attrust.org.uk

Did you know?

19 days absence makes a child 'Persistently Absent'.

19 Days off is shown to impact students grades, so Tutors might be contacting home to help identify and solve any barriers to attendance.

PUNCTUALITY

8:10AM—BREAKFAST

CLUB OPENS TO ALL STUDENTS

8:30AM—THE SCHOOL

SITE OPENS TO ALL STUDENTS

8:41AM—GATES CLOSE.

PUPILS ARE NOW LATE AND MUST SIGN IN WITH THE ATTENDANCE TEAM

WHAT DO I DO IF I'M LATE?

1. Contact the school on 01902 368147 for support
2. Press the intercom on the gate and make your way to attendance
3. Sign in with the attendance team, if you have an appointment card, show them the card so that the absence can be authorised.

Absence procedure

1. Call the absence line to report the absence: **01902 368147 (Press 1)** OR email the attendance team: **PHA-Attendance@attrust.org.uk**
2. Send **medical evidence** for the absence where possible (e.g. doctors note, picture of receipt for medication purchased)
3. Keep in **daily contact** with the Attendance Team
4. If your child is absent for **4 or more** school days, a **home visit** will be carried out by the team (in line with the safeguarding policy)

DAYS LOST THIS TERM BY REASON

- Sickness: 903
- Holidays: 112
- Appointments: 26.5
- Other unauthorised: 1777