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Friday 4th September 2026

Dear Parent / Carer

Important Update: Attendance Monitoring and Communication Update

As you are all aware, attendance and punctuality form part of our statutory safeguarding duties so are already part of our regular monitoring and communication processes.

The DfE has set all schools a target for their attendance and our school is currently below our expected target, which means we have had to look at the strategies we are currently using to see if there is anything else we could do that might help improve this.

We recognise attendance can be a contentious issue and we have always tried to be fair and consistent in our approaches, aiming to support wherever possible but, given the high level of staff time that is currently going into working on attendance compared to the actual impact of this time, we have made the decision to move over to an electronic tracking and communication package to support with the day to day tracking.

AStar Attendance will automatically pull off every child's live attendance data each day and alert us automatically of children whose attendance is falling so that we can update parents at the time, rather than at our current weekly data analysis points. It also provides us with all the documentation required for each stage of the process, so that this is the same for all parents. We intend to share copies of this documentation on our website so that all parents and carers are aware of what it looks like and understand fully what the process involves. In cases of serious illnesses, where a child may be in hospital, we can choose to omit a child from the reporting process throughout this period so that attendance e mails are not generated. The system also alerts us to other safeguarding matters such as where children have been off school for a sustained period of time and therefore require a welfare check from a member of staff, or a child consistently arriving at school after registers have closed.

The attendance team in school can then easily access key information and generate clear individual records for children showing the attendance history and all communication that has taken place for them.

Very similarly to the process school already uses, AStar Attendance follows a 4 stage monitoring process.

Stage 1	Where students who have an attendance percentage below 94% (Our school based target is above this) an initial concern letter will be generated and sent to remind parent/carers of the importance of good attendance. (This is adjusted at the start of the year)
Stage 2	Where students continue to have an attendance percentage below the school's set attendance threshold and have further absences from school, parents will be sent an ongoing concern letter along with a parent survey, requesting information around any ongoing health or attendance issues, to be

	returned to school to help us with supporting with any specific health or attendance needs.
Stage 3	Where students show little, or no improvement, continue to have absences from school and where attendance is not improving towards the school's set attendance threshold. A concern letter will be generated and sent to parents/carers, requesting a meeting with a member of the attendance team and advising that the student will commence a 4 week monitoring period. At this point, medical evidence will be needed in order to authorise any further absence – this can take the form of a copy of prescription, a named and dated appointment text, a prescribed medicine label.
Stage 4	Where a student then has further unauthorised absences during the 4 week monitoring period, they will be considered for referral to the Local Authority Attendance Team. Parent/carer will be notified of this decision. Where a student has made some, but not the expected, improvement during the 4 week monitoring period a further period of monitoring may be agreed.

We are asking for your co-operation and you can help us by:

- Encouraging your child to attend school every day and be punctual.
- Reporting any absence prior to 8.30 am including the reason for absence.
- Informing school, confidentially, of any changes or circumstance or ongoing health conditions that may affect your child.
- Supporting your child and the school by attending parent's meetings and taking an interest in your child's schoolwork.
- Taking holidays outside of term time. Headteachers are no longer able to grant leave of absence during term time unless there are exceptional circumstances.

We really want to support your child to reach their potential and we would like to remind you that you can arrange to speak to school about any concerns or support that you may need, at any time. We can see how hard it is for our children with regular absences to keep up with their learning. It is like them trying to build a wall, but with key bricks missing for them.

Please be aware that this new system will be the same for all our pupils and families so if your child's attendance meets any of the criteria stages you will receive the communication linked to it. As I have mentioned earlier in this letter, we are going to put all the stage letters onto the website so there are no surprises for parents and we are being clear on what the new process involves.

As the system generating the emails is separate to our school management system all attendance e mails will be linked to the AStar Attendance domain rather than Hart Plain Junior School or Arbor.

Should you have any questions or require any further assistance, please do not hesitate to contact myself or Sarah Atkins.

Yours sincerely



Charlotte Faithfull
Headteacher