



## THE STONEHENGE SCHOOL

2017

ANTROBUS ROAD  
AMESBURY  
WILTSHIRE SP4 7ND



Maths &  
Computing

Tel: 01980 623407

E-mail: [admin@stonehenge.wilts.sch.uk](mailto:admin@stonehenge.wilts.sch.uk)

[www.stonehenge.wilts.sch.uk](http://www.stonehenge.wilts.sch.uk)

### Headteacher

Mr. N. D. Roper B.Sc., NPQH

### School Business Manager

Mrs. C. Busby B.A. (Hons), ADSBM

Dear Parent/Carer,

### Truancy Call and Attendance

As you will be aware there is a strong link between attendance and students attainment at school. To make sure all our students reach their academic potential we use a 'absence watch' system called Truancy Call.

If you have failed to inform school about your son/daughter's absence then you will automatically receive a call from our Truancy Call number.

This system will use the contact details we have recorded for your child and will continue to call at regular intervals throughout the day until you contact the school and provide a reason for your child's absence.

It is important that you keep us informed of any changes to your contact details so that we are able to make you aware if your son/daughter is not in school. This can be done by phoning the school office on 01980 623407 or via your Insight account.

We would also like to take this opportunity to remind you of your responsibilities as a parent/carer and our expectations with regard to your child's attendance.

- Please notify the school as soon as possible on the first day of absence and everyday there after via the absence line 01980 676650 (24hrs), school office 01980 623407 or [admin@stonehenge.wilts.sch.uk](mailto:admin@stonehenge.wilts.sch.uk).
- When notifying us of the reason for absence we ask for a specific reason, stating illness/sickness or "they will not be in" is not adequate and may result in absences not being authorised.
- All absences need to be followed up by a written explanation or medical appointment letter/card to enable them to be authorised. Original documents can be returned if required once we have updated our records.
- Please try to make all appointments including medical appointments for your child out of school hours. We appreciate this can not always be achieved but ask that if your child has to attend an appointment it is made early in the morning or late afternoon to enable your child to attend as much of the school day as possible.
- We expect students' attendance to be atleast 95% to enable them to achieve their full potential. If your child's attendance falls below this figure it could result in our Education Welfare Officer being informed.

Yours sincerely

*Morven Fletcher*

Mrs M Fletcher  
Assistant Headteacher

*T Roberts*

Mrs T Roberts  
Assistant Headteacher

*F Staker*

Mrs F Staker  
Assistant Headteacher