

Monday 26 November 2018

Dear Chair of Governors,

**Re: Waltham Forest Attendance Protocol**

Please find the link to a new borough-wide protocol for school attendance in Waltham Forest: <https://thehub.walthamforest.gov.uk/education-borough/behaviour-resources> The document has been developed to provide a framework for continuous improvement in school attendance across all the education settings in Waltham Forest by drawing on skills and experience from schools and partners to improve outcomes for all children.

The protocol is intended to empower schools to meet their responsibilities to improve attendance and to support consistent practice and procedures that can be shared and applied to improve attendance across the borough.

The protocol has been revised in response to increasing rates of persistent absence and includes a summary of a borough-wide strategy to reduce persistent absence and improve attendance in the school year 2018-2019. The protocol is not exhaustive and recognises that attendance is a very complex and diverse issue and that everyone's circumstances will be different. It incorporates the latest Government guidance, legislation and recommendations. The protocol reminds us that good school attendance is a responsibility shared through the partnership of parents/carers, education settings and the local authority.

We, an advisory group of ten Waltham Forest head teachers from primary, secondary and special settings are leading an action plan to reduce persistent absence across the borough. We have reviewed and recommended this protocol.

We look forward to continuing partnership work between schools, families and the local authority to sustain good attendance that secures the best life chances for all the children of Waltham Forest.

If you have any comments regarding the new protocol, please get in touch with Cheryle Davies, Head of Behaviour, Attendance, and Children Missing Education (BACME) [cheryle.davies@walthamforest.gov.uk](mailto:cheryle.davies@walthamforest.gov.uk)

Yours sincerely

**Waltham Forest Persistent Absence Advisory Group**

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