

# Attendance Newsletter



Ixworth High  
School

Date: 13/02/2026

## Who we are

Miss Burgess - Assistant Headteacher, Attendance Champion and Designated Safeguarding Lead

As Assistant Headteacher, I oversee attendance, behaviour and safeguarding across the school. I have been in the education system for 9 years and have held many different roles including PE teacher, Head of PSHE and Head of KS3.



As the school's Attendance Champion, I work closely with students, families and staff to promote the importance of regular attendance and punctuality, as we know this has a direct impact on both academic progress and wellbeing. My role includes identifying and supporting pupils who may be struggling to attend, working with families to understand and remove barriers, and putting early support in place where needed.

I also oversee behaviour to help ensure a calm, respectful and supportive learning environment for all students. In addition, as the school's Designated Safeguarding Lead, I am responsible for ensuring students are safe and well, and for working with families and external agencies when safeguarding concerns arise.

## School values



“**Ambitious** learners attend every day.”

“**Resilient** students keep showing up.”

“**Responsible** choices start with attendance.”



**Quick tip**

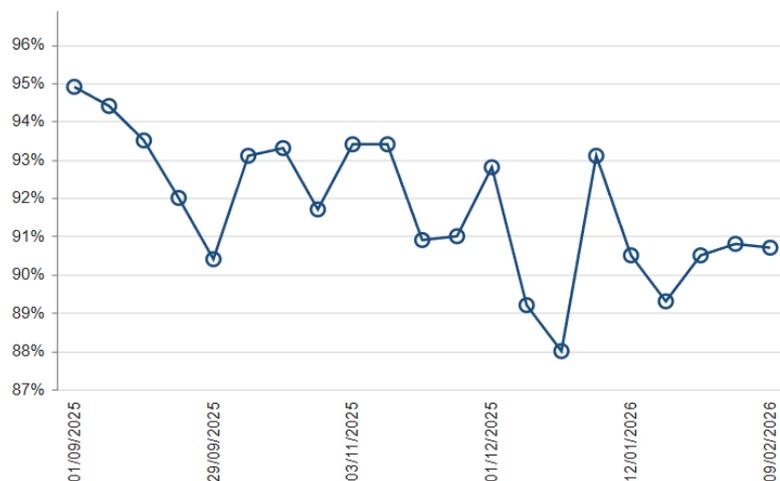
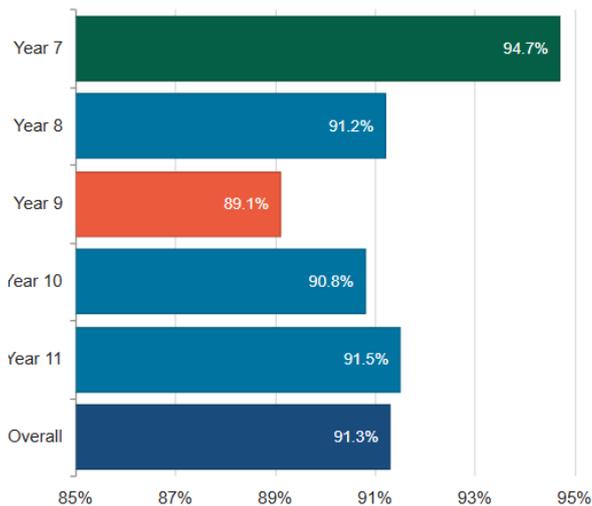
Students who attend every day build stronger friendships, keep up with lessons, and feel more prepared for exams — every day really does count!

# Current Attendance

Current whole school attendance = 91.3%

Year Group - well done year 7!

Timeline



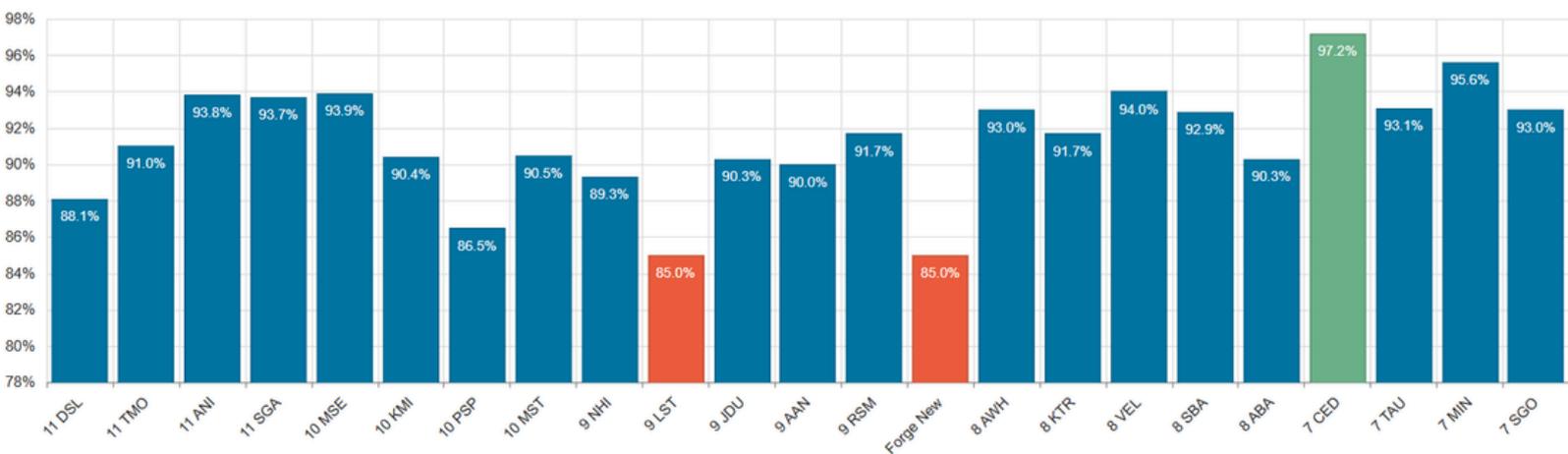
## Tutor group attendance

Current standings:

First - 7 CED

Second - 7 MIN

Third - 8 VEL



## Why is attendance important?

Good attendance helps students keep up with lessons and learn consistently, which is strongly linked to better academic outcomes. For example, pupils who achieve good GCSE results (grades 9-4 in English and maths) typically have lower absence rates (about 3.7–5.2%), while those who do not achieve these grades tend to have higher absence (around 8.8% absence). Persistently absent pupils (missing 10% or more of school) are much less likely to achieve key GCSE passes (only about 35–36% reach grades 9-4) compared with most pupils.

These patterns show that missing school regularly makes it harder to keep up with learning and affects performance in assessments and exams. Attending school regularly gives students access to instruction, feedback, and support — all of which help them do better academically.

# Decoding the 'attendance jargon'

## Unauthorised absence

Unauthorised absence means that a child is not in school and the reason for their absence has not been approved by the school.

This can happen if:



- No reason is provided for the absence.
- The reason given is not considered acceptable (for example, shopping, birthdays, or caring for siblings).
- A holiday is taken during term time without permission.
- A child arrives late after the register has closed.
- A child leaves school during the day without permission.

Schools must follow guidance from the Department for Education, and unauthorised absences may lead to further contact from the school to offer support or discuss next steps.



## The Attendance Team

Role	Name	Contact
Attendance Champion	Miss Burgess	<a href="mailto:g.burgess@ixworthhighschool.org">g.burgess@ixworthhighschool.org</a>
Strategic Attendance Lead	Mrs Morris	<a href="mailto:b.morris@ixworthhighschool.org">b.morris@ixworthhighschool.org</a>
Attendance and Admissions Officer	Mrs Scott	<a href="mailto:s.scott@ixworthhighschool.org">s.scott@ixworthhighschool.org</a>
Head of Lower School	Mr Harrison	<a href="mailto:s.harrison@ixworthhighschool.org">s.harrison@ixworthhighschool.org</a>
Head of Upper School	Mr Manington	<a href="mailto:r.manington@ixworthhighschool.org">r.manington@ixworthhighschool.org</a>
Year 8 Achievement Lead	Mrs Randall	<a href="mailto:l.randall@ixworthhighschool.org">l.randall@ixworthhighschool.org</a>
Behaviour & Pastoral Assistant	Mrs O'Connell	<a href="mailto:c.oconnell@ixworthhighschool.org">c.oconnell@ixworthhighschool.org</a>