



Ready, Respectful, Resilient
Headteacher: Mrs T Price BA (Hons) MA Ed

7th May 2026

Re: Attendance Officer at James Bateman Middle School

Dear Parents and Carers,

As part of our ongoing commitment to improving attendance, we are excited to announce that Mrs J White will be increasing her role in school to include James Bateman's Attendance Support officer.

VIP education welfare were supporting us with attendance issues but we have decided to move that support back into school, to allow for a more holistic approach to attendance and punctuality.

Mrs White will be supporting students, setting targets, making calls home, taking attendance clinics and doing home visits, should students be struggling to attend. All of her input will be of a supportive nature with the aim of addressing any issues around attendance and punctuality.

Mrs White will also be closely monitoring data and issuing rewards, praise and incentives to celebrate any improvements in a student's attendance.

If you have any worries about attendance or punctuality, your child's form tutor is the first port of call. Please feel free to contact them.

Other staff to contact include your child's Head of Year, Mrs White (jwhite@jamesbateman.staffs.sch.uk) or Mrs Baggaley (kbaggaley@jamesbateman.staffs.sch.uk).

Thank you for your ongoing support.

Yours sincerely

Mrs K Baggaley

Assistant Head DSL