



Attendance FAQs

What action should I take if my child is too unwell to attend school?

All absences must be reported by 8.20am on a daily basis.

It is a parent's responsibility to ensure their child attends school regularly and punctually.

How do I register an absence?

Telephone the school on 01773 810321 and leave a message including:

Your name.

Your child's name.

Tutor group

Reason for absence.

Do I need to send a note when my child returns to school?

Yes. On your child's return to school send a note to their form tutor giving:

The date(s) your child was absent.

The reason for your child's absence.

Please remember to date and sign the note.

If your child's attendance falls below 90% we may ask for medical evidence before we are able to authorise any absence due to illness.

If medical evidence is not provided the absence will be recorded as unauthorised and we may need to hold an Attendance Panel meeting to discuss your child's attendance.

Ultimately, if your child's attendance does not improve we may need to request the issuing of a Penalty Notice from the Local Authority following an informed monitoring period.

My child needs a medical appointment, what should I do?

Appointments should be made out of school hours wherever possible. If this is not possible, please inform your child's form tutor in advance by letter.

I want to take my child out of school during term time what should I do?

The law states that you do not have the right to take your child out of school during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of leave taken in term time, including family holidays, and we will not authorise any absence where children miss school unless there are exceptional circumstances. Such unauthorised absences of 4 days or more will lead to the school requesting that the Local Authority issue a penalty notice.

We advise that you do not plan for your child to be absent from school without gaining prior agreement from the school first by contacting Mr L Greasley through reception. We cannot retrospectively authorise absence from school under any circumstances. If your request is authorised, you are required to ensure your child catches up on any missed school work. This is your responsibility and school are not obliged to provide work for your child.

If after consideration, the school refuse your application for leave and you still take your child out of school, the absences will be treated as unauthorised. Such unauthorised absences of 4 days or more will lead to a request being made for the Local Authority to issue a Penalty Notice. This is not a decision that the school will take lightly and the full context of the situation will be thoroughly considered before making such a decision.

What can you do to help your child's attendance?

It is a parent's responsibility to ensure that their child attends school regularly and punctually.

If your child becomes reluctant to attend school:

Make early contact with school.

Support the school in addressing the issue.

Make sure that your child understands that you do not approve of the absence.

Remember that your child must not be kept away from school for reasons such as:

Looking after others at home, visiting relatives, taking long weekends. shopping trips. birthday treats.

If my child is late for school what should they do and what will happen?

Students should be on site for 8.25am ready for lessons to start at 8.30am.

If your child arrives between 8.30am and 8.40am they should give their name to our Late Gate staff who will be at the front and back gates of the school.

Being late for anything on a regular basis is not acceptable and school is no different. Being late for lesson shows a lack of respect for teachers and other students in the group, as disruption is caused to the start of the lesson.

We operate daily late gates and if students arrive late the following procedures apply:

Make the time up at break in Student Support Centre. (SSC)

Forget? Second chance lunch in SSC.

Still not made up the time? Automatic detention

Persistent lateness will not be tolerated and further action may be taken if this occurs. We may request that the Local Authority issues a Penalty Notice in extreme cases.