

## **Attendance Parent Information**

### **What the Law Says**

The law in the UK states that every child must be educated. All schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the Education Authority. Any child with 90% attendance or below is unacceptable.

### **The start of the school day**

Our school is open from 7.00am for the Breakfast Club which is free of charge and has a selection of different breakfasts. All students should arrive on school premises for 8.15am. Any student arriving to school after 8.20am must sign in at reception. Any student arriving into school after 9.30am will be marked as unauthorised late and this equates to a half day absence.

### **Holidays in term time**

The Department for Education has made significant changes to legislation, whereby Headteachers are no longer able to grant any leave during term time unless there are "exceptional circumstances". **We cannot authorise absence for family holidays or other similar recreational activity during term time.** If you do need to request the withdrawal of your child from school for another reason, you will need to give us sufficient notice by completing and returning a Planned Absence Request Form which is available from Student Services or on the school website. Any leave taken without permission will be unauthorised and a Penalty Notice may be issued. Should it be apparent that a student has taken leave of absence and school was not notified a Penalty Notice may be issued after the event.

### **Medical and Dental Appointments**

Every effort should be made to arrange medical appointments outside of the school day. However we recognise that this is not always possible. If your child needs to attend a medical appointment a green slip must be obtained from Student Services Office along with an appointment card or medical letter. The green slip must then be signed by Pastoral Leader and returned to Student Services before the child is allowed to leave the premises.

### **Illness**

The school operates a first day response system. If your child is going to be absent (or late) for school, please telephone the school's dedicated attendance line (01616434009) by 8.30am on the first day of absence. **If your child has three days of consecutive absence or has an attendance figure below 90% we will require medical evidence to authorise the absence.** Medical evidence can be in the form of, a medical appointment card, a medical letter, a copy of your child's prescription, medication with a chemist's label showing the name and the date or a letter from your GP in the case of prolonged illness. Text messages and emails are sent each morning to any student who has an unexplained absence and in some cases we may do a home visit.