



Date: 1st September 2021

Dear Parent/Carer,

Absence Procedures

Now that school bubbles and most COVID restrictions have gone and it is the start of a new academic year, I would like to remind you of our absence procedures. I would also like to remind you that the expectation is that all students/pupils have an attendance of at least **97%**.

Whilst we appreciate that children are unwell from time to time, and that there can be exceptional circumstances for absences, we ask that you think carefully about keeping your child off school.

There is a strong connection between attendance and achievement and absences are proven to have a significant negative impact on your child's education.

Reporting an absence

By law, schools must report absences **and** the reason, therefore, you are requested to contact the school on **01268 755456**, on each morning of absence stating your name and your child's name and full reason for absence, if due to illness, full nature of the ailment must be provided.

We reserve the right to request medical evidence for absences due to illness where we have concerns regarding your child's attendance. If you have been asked but failed to provide this, absences will not be authorised. An accumulation of unauthorised absences may result in a referral, requesting legal action, being made to the Local Authority.

Routine medical and dental appointments should be made outside of school hours, unless a specialist hospital appointment or a medical or dental emergency. The School Office must be informed in advance of such absences and a copy of the relevant paperwork/appointment letter must be sent in for their attention.

Leave of Absence

Head teachers may no longer grant any leave of absence during term time unless there are exceptional circumstances. Family holidays **DO NOT** come under this criteria. All applications





for leave of absence must be made in writing, **at least two weeks** prior to the proposed leave. If absence is unauthorised and the leave is still taken, the case could be referred to the Local Authority, who may issue a Penalty Notice of £60.00 to each parent for each child if paid within 21 days. If paid after the 21st day but before 28th the Penalty Notice raises to £120.00. If the Penalty Notice remains unpaid, the Local Authority may institute legal proceedings in the Magistrates Court.

Punctuality

We expect all students to be in class by 8:55am for registration. Gates open at 8:45am. This is especially important, as first lesson starts PROMPTLY at this time. Late arrivals are very disruptive, not only to your child's learning but also to other students and teachers. Arrivals after the registration has closed will result in your child being marked with the U code, meaning the whole morning has been unauthorised. Please note that an accumulation of U codes can also result in a referral being made to the Local Authority.

Yours sincerely,

A handwritten signature in cursive script that reads "S. Warnes".

Ms. S. Warnes