

Attending School Regularly - A Guide For Parents

1. **When does my child need to be in School?**

Your child should be at school every day and in good time for registration. The morning register will be called promptly at 8.35am and the afternoon register at 1:55pm.

2. **What happens if my child is late?**

If your child arrives after 8.35am but before 8.55am he/she must sign in at Student Reception and he/she will be marked late. If your child arrives for afternoon registration after 1.55pm but before 2:15pm he/she will be marked **late**.

If your child arrives after 8.55am or 2.15pm he/she will be marked **absent**.

When your child is late for school should they fail to sign-in late at Student Reception they will be deemed as arriving after the close of registration and will, therefore, be marked as **absent**.

Unacceptable reasons for lateness include:

- Oversleeping
- Alarm clock failure
- Clothes in washing machine
- Lost tie or shoes etc.
- Taking a younger/older siblings to another school
- Taking a pet to the vet

Persistent late arrival for school will be followed up by a letter/meeting with those concerned and strategies suggested to improve the matter.

3. **Does the School need letters explaining my child's absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence, preferably by no later than 8.20am – **Student Absence Line 01268 474500**. If you do not phone us, we will endeavour to contact you via our texting system (please ensure the School has your up-to-date telephone contact details). If we do not receive an explanation or if the explanation is unsatisfactory, we will not authorise the absence. Parents should confirm the reasons for any absence by sending in a letter, along with the relevant medical evidence, when their child returns to school, addressed for the attention of the Attendance Officer.

Messages relating to absence or other matters **must not** be relayed via other students.

4. **What reasons will the school accept for absences?**

a) where leave has been granted by the school in advance, for example:

- a student is to participate in an approved performance for which a licence has been granted by the Local Authority.

a) a student has been granted leave due to exceptional circumstances – in authorising such an absence, the individual circumstances of the particular case and the student's overall pattern of attendance will be considered.

- b) where the school is satisfied that the child is too ill to attend or where medical evidence has been provided or where a previously diagnosed known medical condition exists. If a student's attendance falls below 96% parents/carers will receive a letter advising that the school will no longer continue to authorise any absence due to illness without medical evidence unless a known previously diagnosed medical condition exists.
- c) where the student has a medical appointment supported by an appointment card/hospital letter, although parents are encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand.
- d) Emergency dental appointments must be supported by an appointment card and non-emergency appointments i.e. routine check-ups should ideally be made out of school hours. A half day absence, on production of an appointment card, will be granted for a routine orthodontic visit for minor brace alterations etc. However, the school will not authorise a full day's absence for such appointments nor for any absence the following day due to brace discomfort.
- e) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.
- f) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong.
- g) the Local Authority provided transport for the student fails to arrive.
- h) other exceptional circumstances e.g. a family bereavement and for a very limited period.

5. What is unacceptable?

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- a) no explanation has been given by the parent
- b) the school is not satisfied with the explanation
- c) the student is staying at home to mind the house, a relative or pet
- d) a shopping trip
- e) a birthday
- f) family holiday
- g) being unable to participate in a school activity e.g. school trip, activity day
- h) meeting relatives from/taking relatives to the airport
- i) moving house

6. Will the School contact me if my child is absent?

Bromfords School and Sixth Form College has in place a system of first-day calling. This means that parents will be sent a text/email on the first day a student is absent without explanation, to establish a reason for the absence. This helps to identify at an early stage students who do not have a good reason for absence, or who may be absent without their parents' knowledge.

7. My child is trying to avoid coming to School. What should I do?

Contact your child's Pastoral Manager or the Home/School Attendance Officer immediately and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.