

April 2016

Dear Parent/Carer,

### **School Attendance and Punctuality Protocol**

We are writing to politely remind you of the school's attendance/punctuality protocol outlined in our letter of July 2015.

**Attendance** - It is The Bromfords School and Sixth Form College's expectation that students maintain an attendance percentage of 96% and above, should a student's attendance fall below this threshold any absence will no longer be automatically authorised. Absence due to illness will only be authorised at this point where the school receives relevant medical evidence, this evidence may take the form of:

- a medical certificate.
- one of our Student Medical Certificates signed and stamped by the student's GP (these are available from the Main Reception or on the school website).
- a copy of a prescription issued by the GP and/or a copy of **prescribed** medication packaging both of which must clearly show the name of the student (originals may be brought into school to be photocopied). Please note the amount of days authorised will be at the discretion of the school depending on the nature of the ailment/medication.
- an appointment card or letter for all dental, GP and hospital appointments.

Should your child have a diagnosed medical condition which may affect their ability to attend school regularly it is imperative that the school is aware of such a condition and updated on a regular basis. Any such condition will, obviously, be taken into account where absence due to illness is concerned.

**Punctuality** - The school day commences at 8.30am and the register is called promptly at 8.35am, any student arriving after 8.35am but before 8.55am (when the register closes) will be marked as late (**L**), this is classed as being present. Any student arriving after 8.55am, without a valid reason, will be marked as late after the register has closed (**U**), this is classed as an unauthorised absence.

All students arriving after 8.35am are expected to sign in at Student Reception. If a student fails to register and/or sign in but is later located in school he/she will be marked as 'late after the register has closed (**U**)'.

The school works closely with the Missing Education and Child Employment Service (MECES) formerly the Education Welfare Service and has and will continue to refer students who do not attend regularly. MECES may in turn issue a Penalty Notice which, if not paid, may result in legal proceedings.

Please find enclosed an attendance guide for parents, for the full Attendance Policy please refer to the school's website.

If you wish to further discuss any points raised in this letter, please do not hesitate to contact **Mrs Williams, Home School Attendance Officer (Tuesday-Wednesday-Thursday) on 01268 477609 or 01268 471201 Ext 250.**

We would like to take this opportunity to thank you for your support in ensuring your child attends school regularly and punctually in order for him/her to achieve his/her full potential.

Yours faithfully,

A handwritten signature in blue ink that reads "M. Coulson". The signature is written in a cursive style with a large initial 'M'.

Martin Coulson  
Senior Deputy Headteacher

Encl. Attending School Regularly – A Guide for Parents