

Absence

School Attendance and Absence

We are committed to providing a full and efficient educational experience to all pupils. We believe that, if pupils are to benefit from education, punctuality and good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all pupils. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

Did you know?

90% Attendance means that a student is missing half a day's School a week?

95% Attendance means that a student will miss two weeks of school in a year?

The Local Authority deem a student to be a persistent absentee if their attendance falls below 90%.

There are 190 school days in a year leaving 175 in which to take holiday.

Frequently Asked Questions...

Q: My child is unwell, what should I do?

A: Please call the school office line no later than 8.30am on 01952 388410, leaving a message stating your child's name, class and a brief explanation of the nature of the illness. A call is requested for every day of absence.

Q: Why do I need to call every day?

A: We cannot assume that a student is unwell just because they were off school the previous day. If you believe an absence due to illness may be prolonged please contact us so that we can make arrangements to avoid you calling daily.

Q: I know in advance that my child needs to leave school early for an appointment, what should I do?

A: Please notify your child's class teacher or telephone the school office to advise of the appointment. Where possible we ask for proof of medical appointments i.e. appointment card or letter.

Q: I have just remembered that I need to collect my child during the school day, what should I do?

A: In the first instance, please call us on 01952 388410 to provide further details.

Q: I wish to take my child out of school for a family holiday (or other reason) during term time.

A: Leave of absence will only be granted in exceptional circumstances, and can only be authorised by the Headteacher. Exceptional circumstances are defined as 'one-off' occasions where a request for leave of absence is unavoidable and therefore this does not cover an annually occurring family holiday. Please complete a Leave of Absence Request Form, available from the school office, as far in advance of the leave as possible. In order for the Headteacher to reach an informed decision, please include as much detail as possible to explain why Exceptional Circumstances apply.

Contact Us: 01952 388410

Education Welfare Officer

Stuart Will

01952 387300