

## Attendance Procedures from September 2018

Any student absence, whatever the reason, must be reported by 8.30am on **each morning** of absence, using our dedicated school 'MYEd' phone App. Please give a brief, detailed description of the reason of absence, reasons such as ill, poorly or unwell will be recorded as unauthorised. Please do not use the App for any other messages for staff.

In the event of not being able to access the App then please call the Attendance Line Number - **01279 869555**.

We as a school set an individual target attendance of 96% and expect a student to achieve this to maximize their life chances. Did you know that:

100% Attendance = 0 lost learning hours

96% Attendance = 37.5 lost learning hours

90% Attendance = 95 lost learning hours

Please be aware that should your son's/daughter's attendance drop below 95%, we will contact you and if it continues to fall to 93% then we will contact you again and may invite you into school. If we are still concerned and attendance continues to fall you will be asked to provide proof of absence i.e. a doctor's note, appointment card or a copy of prescribed medication, in order for the school to authorise any future absences.

As a school, following government guidance, we are no longer able to authorise absences in order that you can take a holiday. There may be applications for leave of absence that are considered to be exceptional circumstances and these need to be made in writing to the Assistant Headteacher of Student Welfare. Exceptional circumstances may include:

- Service personnel returning from a tour of duty abroad where it is evident the individual will not be in receipt of any leave in the near future that coincides with school holidays
- Where an absence from school is recommended by a health professional as part of a parent or students rehabilitation from a medical or emotional issue
- The death of an immediate family member
- To attend the wedding of a parent or sibling

**Only the school can authorise an absence.** An explanation given by a parent/carer is not always sufficient for the school to authorise it. An absence may only be authorised if the absence is due to:

- Genuine student illness where a detailed reason has been left via the phone App.
- "Leave" granted by the school for local medical appointments where either am or pm leave will be granted.
- The pupil being unable to attend due to exceptional unavoidable causes.
- Religious observance where applicable.