

We are a successful school and your daughter plays an important part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our students to gain the greatest benefit from their education, it is vital that they attend regularly, and your daughter should be at school, on time, unless the reason for the absence is unavoidable.

Any absence affects the pattern of a young person's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your daughter's regular attendance is **YOUR** legal responsibility and permitting absence from school without a valid reason creates an offence in law and may result in prosecution.

What if my daughter is unwell and will be absent from school?

Contact us as soon as possible on the first day of absence and every day of absence following, either by phone (**Attendance Line 01772 651906 Option 1**) or you can come into school and report the absence to reception.

If your daughter is absent we will:

Telephone you on the first day of absence if we have not heard from you; we may visit you at home or invite you into school to discuss the situation, should absences persist.

What if my daughter is late?

Poor punctuality is not acceptable. If your daughter misses the start of the day she will miss vital form time. Pupils arriving late disrupt lessons, affecting another pupils learning.

Being 10 minutes late every day is the same as missing two weeks of school!

The school day starts at **8.30am** and registers are marked promptly, arrival after this time will receive a late mark. Therefore, we expect your daughter to be in form by **8.25am**

If your daughter has a persistent late record a meeting will be arranged to discuss the problem and we will help you manage this. Do not hesitate to approach us at any time if you are having problems getting your daughter to school on time.

What if my daughter has an appointment during the school day?

Appointments should be made outside school hours. However, some appointments during the school day are unavoidable. If your daughter's appointment is later on in the day, they must attend school and then be collected before the appointment. If this is the case you should let school know as soon as possible. You must: telephone the attendance line, write in your daughter's planner, and your daughter should bring proof of appointment to Student Support Office.

What if my daughter is reluctant to attend school?

If your daughter is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absences, or give in to pressure to let them stay at home. You and your daughter may be referred to the Pastoral Officer who will endeavour to help resolve the issues that are affecting your daughter's attendance. School may consider using the following strategies to help support parents in improving their daughter's attendance and/or punctuality.