



Thursday 16<sup>th</sup> November 2023

Dear Parent/Carer

### **Reminder about Attendance and Punctuality**

Whilst we encourage full attendance in school to promote academic achievement, we appreciate that absences due to illness and key medical appointments do sometimes occur. Please find enclosed a reminder of the school procedure regarding absences and late arrivals.

#### **Lates:**

Please note that Reflections will now be issued to students for persistent lateness to Tutor Time in the morning. If your son/daughter is more than 15 minutes late over a week, they will be issued a 30-minute Reflection and if they are more than 60 minutes late over a week, they will be issued a 60-minute Reflection.

If there is a genuine reason for lateness, for example significant travel disruption such as train strike, this will of course be considered before a Reflection is issued.

#### **If your son/daughter is unwell:**

If a student is unwell and unable to attend school, please report the absence via Edulink under Absence Reporting. You can also view your child's attendance through Edulink One Portal (accessible via App on Android or IOS & viewable on [www.edulinkone.com](http://www.edulinkone.com)) To login to Edulink, you will need to log in with email address & password provided by the school. If you require this, please email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com) and new welcome email will be sent.

If you are unable to report the absence via Edulink, you can telephone the school on 01628 629415 and select option 2 for attendance to leave a message. This should be done before 8.00am on each day of absence.

#### **If your son/daughter has a medical appointment:**

We request that where possible, all medical appointments for your child are booked outside of normal school hours. With planned and unavoidable appointments, students must bring a note from home before permission can be granted. The note must be shown to the Attendance Officer and students must sign out at the Main Office before they leave school and sign back in on their return. We require evidence to support any absence for medical reasons/appointments; this can be given in the form of a signed appointment card, photocopy of a prescription, letter from your doctor or hospital referral letter. It is also expected that students are only out of school for the appointed time and should therefore, be able to attend before and/or after the scheduled time of the appointment.

**Exceptional Leave (Planned Term Time Absences):**

Any absence for holidays during Term Time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances.

All requests for absences should be made using the Request for Term Time Absence Form available on our website.

Requests should be made at least 15 school days prior to the dates requested.

**Unreported Absences:**

Please note that any unreported absences will result in a text being sent home and if no response is then received within a reasonable timeframe, a call will be made to each contact that is held for your child.

If we are still unable to make contact to establish the reason for absence, a welfare check will be made to the home address.

**Understanding your son/daughter's attendance:**

Please note that the school will now be recording when students do not arrive to the lesson on time and a 'missing – not truanting' alert will be sent informing staff that the student is missing, and staff will attempt to quickly locate the student. This alert is visible on the students' individual behaviour logs and signifies that they failed to arrive to their lesson within 10 minutes.

If you have any concerns regarding your child's attendance at school, please speak to your child's Form Tutor.

Yours sincerely



Ms Georgia Cottington  
Data and Attendance Officer