



Thursday 16th November 2023

Dear Parent/Carer

Reminder about Attendance & 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.

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) 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 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:

If your son/daughter has a planned medical appointment, it is 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. With planned appointments, please ensure your child's absence is reported to the Attendance Officer at least 24 hours in advance along with a copy of the appointment card/letter or text message confirming the date and time requested. If the appointment is unplanned, the supporting documentation will need to be provided at the time of the student's departure from or arrival to school.

If your son/daughter has a university visit:

We encourage all students to attend university tours and campus visits. These visits must be pre-arranged with Mrs Basher (Sixth Form Mentor) in advance and a copy of the email booking confirmation should be forwarded as supporting documentation for each request.

If your son/daughter has a driving test:

We appreciate that it may not always be possible to book driving tests outside of school hours. Absences for driving tests must be pre-arranged with Mrs Basher and it is expected that students attend school before and/or after the scheduled time of the test. Please note that driving lessons must not be taken during school time.

Tutor Times:

We expect all Year 12 and Year 13 students to attend every Tutor Time which starts at 8.30am.

If your son/daughter has a Period 5 study period:

Year 13 are permitted to sign out with Mrs Basher if they have a study period during Period 5. This permission is individually granted by Mr Burrows (Head of Sixth Form) based on academic performance and attendance. Please note that the Year 13 students will be notified individually when this privilege has been granted. For Year 12 students, this privilege will be awarded after Christmas based again on each student's academic performance and attendance.

Please note all Sixth Formers have permission to leave the school site during Break 1 and Break 2 unless they are late to Tutor Time in the morning.

Thank you for your support with the school's absence procedure and for your continued support in maintaining student attendance.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joe Burrows', with a long horizontal flourish extending to the right.

Mr Joe Burrows
Head of Sixth Form