

Attendance Policy: Quick Guide for Parents

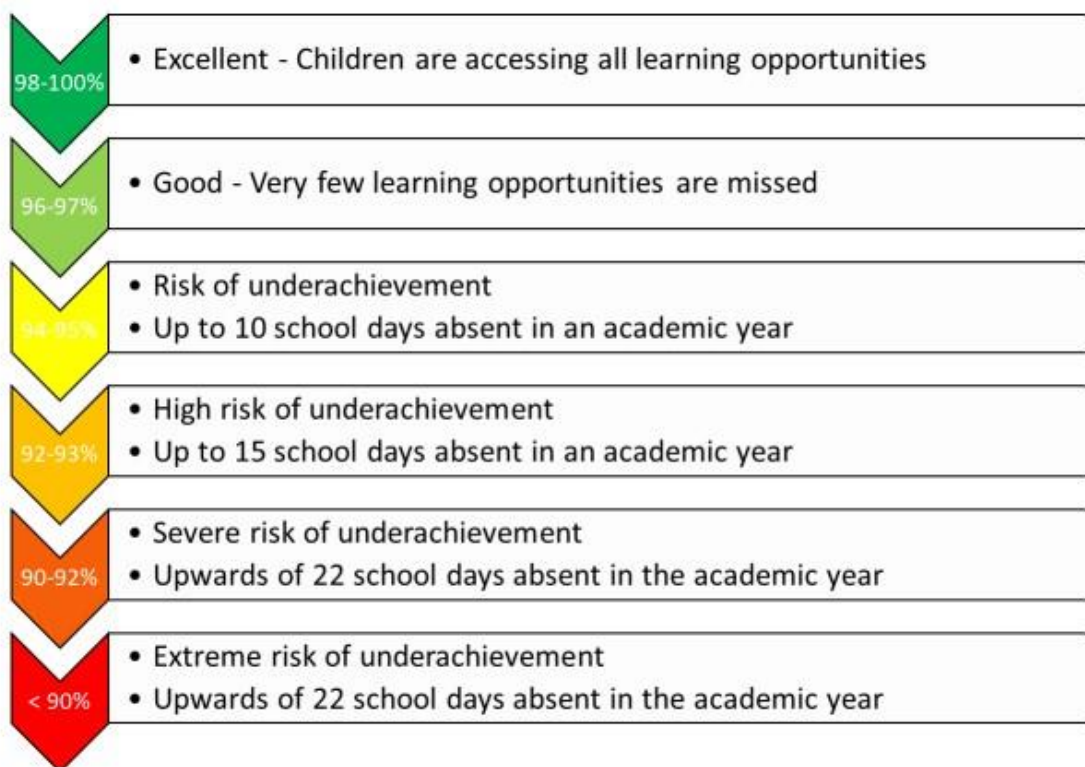
We expect students to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Students must be in school by **8:25 am and in class for registration by 8.30 am**. Arriving after 8.30 am is recorded as late. Arrival after the registers are officially closed at 9.00 am (without a valid reason) is recorded as an unauthorised absence for the whole of the legal morning session.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours. If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.

'On the day' absences: what should I do if my child is not 'fit' to go into school?

On **each** day your child is unfit to come to school, please report this absence by leaving a message on the school 24-hour answerphone (01603 860505 option 1) or by emailing the Attendance Office (attendance@taverhamhigh.org) to let us know. In the message you must leave your child's full name, year and tutor group and give the **specific** reason for absence (simply unwell or ill is not accepted). The information you give will be recorded on our official register.



Punctuality

Students are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in the classroom by 8:30 am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. We hope we can count on your support in this matter.

Please contact Mrs Dagleish, Attendance Officer or your child's Head of Year if you require any support with ensuring your child's regular school attendance.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. The leave of absence request form can be downloaded from the [school website](#) under Parents - attendance/absence. Please email your request and the absence request form to: attendance@taverhamhigh.org