



Attendance Guidelines for Parents 2017-18

Parents should follow this procedure if a pupil is absent for any reason:

- telephone the school office before 8.30am to explain the reason for the absence
- send a letter with the pupil on the first day back in school or write a note in the pupil's Personal Organiser explaining the absence

The following are not acceptable reasons for being absent for a day or part of a day:

- doctor or dentist appointment (unless it is an emergency or part of a long term treatment)
- assisting at home
- entertainment / shopping / leisure activities

Guidelines for Parents

In order to ensure that you are responding to the legal requirements and that your child is able to take advantage of every educational opportunity to achieve their potential you should:

- make every effort to organise medical appointments outside school hours
- request permission for your child to be absent if you know in advance
- it is a must for families to organise their holidays during the school holidays as losing a few days/ weeks of school does have a detrimental effect on your child's progress.
- make a decision if your child's illness is serious enough to be absent from school as he/ she will miss important work. If this is the case then you should seek medical advice. If the absence is because your child is unhappy to come to school, you should contact the school immediately in order to discuss the matter with the appropriate Head of Year.

If a pupil is absent

- without an explanation
- without an explanation that is acceptable to the school
- regularly or for long periods of time,

you can expect an official letter from the school followed by a visit from the School Welfare Officer who will discuss how these absences can be avoided.

If the situation does not improve, we will organise a meeting at the school to discuss your child's absence and to agree on an Action Plan.

