



3rd September 2013

Attendance Update

Dear Parents,

We would like to take the opportunity to update you of the attendance procedures at Sir Thomas Boughey. Good attendance at school is very important as it supports your child in their academic progress and any absence from school means your child will miss vital learning opportunities.

If your child is going to be absent from school you should contact the school before 9.15am on the morning of their first day of absence. If we do not have a reason for your child being absent from school the school office will have to contact you to ensure all pupils are accounted for and that your child is safe. If there is an occasion where your child has been absent, and contact has not been made with the school, please provide your child with a letter explaining why they have been absent when they return to school. If a reason is not provided the absence will be marked as unauthorised.

As a school we understand that your child will be ill from time to time and this absence will continue to be authorised for the first 3 days. However after this time, we may ask for medical evidence in order to continue to mark the absence as authorised. Cases of unexplained and regular absence are followed up by the Educational Welfare who may pursue court proceedings if necessary.

We operate the Staffordshire Authorised Student Pass system for pupils who need to leave the premises during the day (e.g. to visit the doctor or dentist). If your child needs to leave school during the day, please provide them with a note explaining when they need to leave school and for what reason, which should be given to your child's tutor. Before leaving the premises pupils should take the absence slip to the Reception Office where they will be provided with a numbered Staffordshire Authorised Student Pass. They may be asked to show this pass in any public area whilst they are off the premises. The pass should be returned to the Reception Office immediately upon the pupil's return to school.

Please be aware that all medical and dentist appointments do affect your child's attendance.

Inevitably, from time to time, pupils may be taken ill during the course of the school day; it is particularly important therefore that you provide up to date contact numbers and that you inform us immediately of any changes to these details.

REQUESTS FOR LEAVE OF ABSENCE

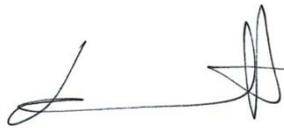
Amendments have been made to the 2006 regulations in the education regulations 2013. These amendments mean that as a school we will not be able to authorise any leave of absence for the purpose of a family holiday during term time unless there are exceptional circumstances. If you decide to take your child out of school during term time their leave will be marked as unauthorised.

Any letters requesting leave of absence must be addressed to **Miss Wainwright** who monitors pupil attendance. Unacceptable levels of absence will be investigated by the Education Welfare, and could receive a fixed penalty.

Yours faithfully,



Mr S Gould
Head teacher



Miss L Wainwright
Assistant Head

REPLY SLIP

I have received the letter about Attendance.

Pupil Name: _____ Tutor Group: _____

Signed: _____ Relationship to child: _____