

Elm Court School

Attendance



Dear Parents / Carers,

We expect our students to achieve 95% or more attendance.

Reporting absence:

It is important that all student absence is reported to the school office **on the first morning of absence**. The school office opens at 8.00am and there is an answering machine where you can leave messages.

It is a legal requirement that all parents and carers report when a student is absent from school, **whatever the reason**, giving details of when and how long the student is likely to be absent. Unauthorised absences will be investigated by the school attendance officer. Please call school to report any absence.

Amendments to the 2006 School Attendance regulations removed references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments made it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If you do really need to take your child out of school during term time you must make it very clear in your request how the circumstances are exceptional.

Medical appointments:

Please inform the school office of your child's medical appointment. Parents / carers **must** produce either the letter of appointment or an appointment card to the school office so that a copy can be taken to confirm the absence.

Morning appointments:

As registers are taken in the morning and afternoon, if the appointment is in the morning the student **is expected in school for the afternoon session.**

Afternoon appointments:

If the appointment is in the afternoon the student **should attend school in the morning.**

General :

All schools receive checks from the local authority Education Welfare department who monitor our students' attendance and punctuality on a regular basis. It is your responsibility to ensure your children are in school on time every day. **School will therefore send a text message to request a reason for any absence.**

Special occasions / celebrations:

Absences for religious observance must be reported to the school office e.g. Eid.

Joanna Tarrant
Headteacher