



Sandringham School

'Everybody can be Somebody'

Headteacher: **Alan Gray, M.Sc., F.R.S.A.**

Deputy Headteacher: **Caroline Creaby, BA, M.Ed., Ed.D., F.R.S.A.**

Deputy Headteacher: **Fergal Moane, B.Sc. (Hons), M.A.**

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Dear Parent/Carer,

As you have recently received your son/daughter's first report of the academic year, we felt that this would be a good opportunity to remind the school community about absence and punctuality.

Reporting an Absence

It is the responsibility of the parent/carers to call the school absence line on 01727 799564 in the event that your son/daughter is unable to attend school due to an illness. A call must be made for **each day** of absence, as we are unable to authorise multiple days absence without this call or having appropriate medical evidence from a doctor.

We would ask for this call to be made to as early as possible. If leaving a message on the voicemail service, please state all details clearly. We may require some more information from you in order to authorise the absence, so please be prepared to receive an incoming call from Ms Neil, our School Attendance Officer.

The school is constrained to using the statutory attendance codes issued by the Department for Education. Under these rules we are unable to register students as present when attending a medical appointment. We would like to therefore once again encourage parents/carers to ensure that wherever possible, no medical appointments should be booked within school time, unless it is an emergency. Where students are attending a medical appointment this will be marked as an authorised absence.

Punctuality

Our school day commences at 8.30am each morning with registration or assembly. Students are encouraged to arrive on campus at 8.20am to ensure they are ready to commence their day. Any student who arrives to registration or assembly after 8.30am will be marked as late. If students are persistently late to school (more than twice in a weekly period) then they will be issued with a C3 consequence.

This is also an opportunity to remind you that parents/carers are not permitted to drive onto any part of the campus to drop off. Additionally, we ask that parking restrictions such as school markings and double and single yellow lines are adhered to for the safety of our all students and the local community.

The relationship between outstanding school attendance and social development, established friendships and academic progress is evident in academic research for many years. As such, we would ask for your continued support with ensuring the excellent attendance of your son/daughter.

Yours sincerely,

Mark Allday

Assistant Headteacher



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