

Sandringham School Absence Line

Tel: **01727 799564** (available 24 hours)

Please can we ask Parents & Carers to report ALL absences **before 9:00am** on **each day** of absence.

Absences, Punctuality & Holiday Requests

The importance of attending school both regularly and punctually cannot be overstated, and it is fair to say that students can only make the most of the educational opportunities available to them at Sandringham if they maintain a good attendance record. Regular and punctual attendance is a habit and one that all parents should encourage; the link with standards of achievement is well proven. Good attendance means that students establish good educational habits and routines, keep up with work more easily, develop well socially and have a good attendance record to show prospective employers.

Students who do not do well often have patterns of non-attendance or poor punctuality and fail to achieve as well as they could. Poor attendance often means that students feel unsettled at school, struggle to keep up to date with their work and lose their place in their social group. We will obviously do all that we can to support students in such circumstances, but there really is no substitute for being in the classroom.

Reporting an Absence

It is the responsibility of the parent/carer 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 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 should aim to arrive on campus by 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 at late. If students are persistently late to school (more than twice in a weekly period) then they will be issued with a C3 consequence.

Holiday Requests

We would like to ask parents and carers not to take children out of school during term time for holidays. While we appreciate that it can be more expensive to go away in the holiday periods ultimately, losing valuable school time is at the expense of your child's education.

From 1 September 2013, schools are no longer allowed to authorise any requests for children to be taken out of school for a holiday during term time. Requests for leave can only be granted in exceptional circumstances, and a holiday would not be considered exceptional. Requests for leave must also be made to the school in advance, as the DfE have told schools that they cannot authorise any absences after they have been taken.

Parents may receive a penalty notice from Hertfordshire County Council if their child is absent from school without permission.

We appreciate the challenges that some parents face when booking holidays, particularly during the school holidays.