

Attendance Agreement

We are committed to all our students having the best possible education and positive experiences during their time with us – making positive connections with their tutor, peers, subjects, through memorable experiences in school, trips, and extra-curricular opportunities. To achieve this, we expect that all students achieve at least 96% attendance every academic year.

There are a variety of reasons for students missing school. Some reasons are unavoidable, but we would ask that you support us in ensuring that your child's attendance meets both the school and government expectations.

The Headteacher can only authorise requests for a leave of absence in exceptional circumstances. Leave is unlikely to be granted for the purposes of a family holiday. While we appreciate the financial pressures many families are subject to, we are not legally allowed to authorise a leave of absence for financial reasons (e.g., a more affordable family holiday). If the Headteacher grants a leave of absence, it will be for the Headteacher to determine the length of time a child can be away from school. Leave of absences which are unauthorised should not be taken. If they are, parents are committing an offence and, in some cases, may be subject to a Fixed Penalty Notice or prosecution.

Ideally medical appointments should be made outside of school times. However, if this is not possible, we request that appointments are made after 10am and your child comes to school before and/or after the appointment or appointments are made for after 2pm. This ensures that students get their AM and/or PM registration mark and the impact on their attendance is minimised.

If your child is unable to attend school, please report the absence on the first day of absence via our absence line number 01926 743217. Please leave a message if you are unable to speak to someone directly and continue to report each day of absence in the same way.

Any problems with regular attendance, especially concerns about possible bullying or difficulties with accessing learning, are best managed by all of us working closely together and we would ask you to contact your child's tutor or House Learning Leader (HLL) at the earliest opportunity to share any concerns.

We will closely monitor your child's attendance and alert you if we feel there is an issue. Where there may be an issue and we fail to see an improvement, it may be necessary to make a referral to an appropriate external agency or Local Authority to ensure students receive the support required to bring about improvement. An attendance figure of 90% or below is classed as persistent absence, and is deemed unsatisfactory attendance, which automatically triggers a series of actions as per School Attendance Policy.