



ABBEY PARK SCHOOL

September 2019

Attendance and punctuality

Dear parent/carer,

We hope you have all had a wonderful summer and that the students are ready for a great Year.

We know from experience that there is a strong link between good attendance and academic progress. With this in mind we expect that students attend school every day and on time to ensure they maximise their full learning potential.

However If your child is too unwell to attend school please contact the school on 01793 707640, before 08.30, it is essential that the school is notified on each day of absence. Medical Evidence is required for 5 or more consecutive days absence due to illness (3 days if prior to or after a school holiday) this can be an appointment card or the label of any medication prescribed. In cases where there are levels of persistent absenteeism – this may be less.

Registration

Legal registration will be carried out during Tutor time, starting at 8.45am and again at 1.05.

Absences

All absences will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised. Absence will not be authorised for such reasons as shopping, daytrips and birthdays.

If you are unable to provide medical evidence in the form mentioned above, the absence marks will revert to O=Unauthorised and a Penalty Notice may be issued for Avoidable Absence.

Request for Leave Of Absence

A 'Request for Leave of Absence' form should be completed and returned to your child's Head of Key stage. This form can be found on the website or collected from Reception. The reply process can take up to two weeks.

It is only the Principle who can approve or decline requests.

Persistent absences – below 90%

Student's attendance is monitored weekly by the pastoral team. Parents will be invited into school when attendance is a cause for concern to discuss how it can be improved. If attendance does not improve, the school will ask the Education Welfare Officer to become involved. This may lead to a fine or prosecution.



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I would also like to acknowledge your role in your child's education. Without your influence and strong support it is much harder to achieve positive results.
If you have any questions please contact your child's Tutor or Head of Key Stage.

Yours sincerely,

K Stevens

Mrs K Stevens
Head of Pastoral