

Information Only - Changes to School Attendance

The_John_Warner_School

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To: Jennie Rich <jer@johnwarner.herts.sch.uk>;

 1 attachments (189 KB)

201703020726_Attendance Policy.pdf;

Important Updates on School Attendance

Dear Parent/Carer(s)

We are writing in regard to our updated [Attendance Policy](#); please take a few moments to read through it.

Whilst we realise that the majority of our students have excellent attendance, we have had to make some changes and have listed below some key points that we would like to draw your attention to:

Non Registration - Over the last few months we have been sending emails home if 's register is showing that she has been recorded as absent at either morning or afternoon registration and asking you to contact us with the reason for absence. For safeguarding reasons we feel that it is very important that you are notified straight away that your child was not present at registration and therefore an email will be sent home at approximately 09:30 and 14:30 after the registration period has closed.

Holidays and Absence – holidays and other absences will not be authorised unless there are exceptional circumstances and evidence has been submitted. In all instances the school will only ever be allowed to authorise a maximum of two days. All requests for absence must be submitted via the [Absence Request Form](#) which can be found on the school's website.

Sickness – please telephone the school on each day that your child is absent. If we feel that your child's attendance is being affected by too many sick days then we may ask you for medical evidence for future absences.

Persistent Absences – emails will be sent home termly regarding persistent absences. If a student's attendance falls below 96% then you will receive a variety of emails and/or letters informing you of the action that the school intends to take. Please do not ignore these correspondences as they could result in the Local Authority issuing you with a penalty notice.

Lateness – students that are late in the morning will have their register marked with the late code (L) and will be given suitable sanctions. Those that arrive after the registration period officially closes will be marked with a (U) code which will apply a half day of unauthorised absence to their attendance. The (U) code may be changed if we receive suitable evidence as to why the lateness occurred.

Students Leaving John Warner – if you are relocating or sending your child to another school then you should complete the [Student Leaver Notification Form](#) that is on the school's website.

Full details on all of the above can be read in the attached Attendance Policy.

If you have any questions or queries then please do not hesitate to contact us.

Yours faithfully

Miss C Price (Assistant Headteacher)

Mrs J Rich (Office Manager)