



Attendance

We are continuing to work hard at Churchdown School to ensure that the young people in our care achieve their best during their time with us. One of the key ingredients for this success is regular and punctual attendance. Within this context I would like to take this opportunity to clarify some of the work we are doing to ensure high levels of attendance for every student. Our aim is for every student to achieve a minimum of 97% attendance. With this in mind, please can I remind you of the following:

- All students are expected to be **on the school site by 8.35am** and in their tutor rooms by 8.40am
- If your son or daughter is ill, please **contact the school's absence line** (01452 713340 OPTION 1) to leave a message with the school's Attendance Officer explaining the reason for this absence. Parents should also send an email to attendance@churchdownschool.com
- Please ensure that we have your **up to date contact details** (email, phone number) so that we can contact you if your son / daughter is not in school and we have not had a message from you
- Please use the 'Application for Exceptional Circumstances Absence' form if your son / daughter needs to take time off school for exceptional circumstances. **We will only authorise absences during term time in exceptional circumstances.** Such circumstances will **not** include family holidays or weddings. If it is essential for you to take your child out of school during term time you must seek permission from the Headteacher by completing an application form which is available on the school website. **School holiday dates** are published well in advance in order to help parents plan their family holidays. These are available on the school website
- If your son / daughter has a **medical appointment** we would ask that in the first instance this is made outside of school hours. In the case of a student needing to leave school for an emergency appointment, we would expect KS3 students to be collected from school by a responsible adult. KS4 and KS5 students may sign themselves out. All students who leave school for such an appointment should present appropriate medical evidence to Student Services before signing out
- If your son or daughter is absent from school, the Attendance Officer will call home unless we have already been notified. Tutors will also make a welfare call if the absence continues. If we have been unable to contact home or the absence continues, parents may also be contacted by the Head of Year, Ms Hilton (Deputy Headteacher) or the Educational Welfare Officer

Thank you in advance for your support and for working with us to ensure the best possible outcomes for your child.