

Attendance and Reporting Absences



At Tewkesbury School we recognise the need for students to attend school regularly to enable them to achieve and succeed. The school seeks the support of parents and carers in maintaining high standards of attendance and punctuality.

We will try to make sure that students want to come to school by:

- *Providing a curriculum that is relevant, stimulating and challenging.*
 - *Creating a caring and welcoming environment.*
 - *Making sure that behaviour follows our code of conduct.*
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- Parents/carers should ensure that their children arrive at school regularly (this means attendance of 95% and above) and on time. Failure to meet this expectation may result in legal proceedings against you, either through a Penalty Notice or Magistrates' Court.
 - Where it is not possible or practicable for a student to attend school his/her parent/carer should notify the school preferably by telephoning the absence line (**01684 851806**), texting the **student** absence number (**01684 342014**) or contacting the school by letter or email: attendance@tewkeshuryschool.org on the **first day** of any absence (by 9am where possible), detailing the reason for the absence and stating an estimated return time.
 - If this has not been possible due to extraordinary circumstances then a note should be sent in with the student when they return to school. The expectation is that every student should attend. Any minor ailments e.g. headache, coughs and colds can be managed in school and are not an acceptable reason for absence.
 - If a child is persistently absent from school (attendance falls below 90%) appropriate medical advice should be sought, and medical evidence will be requested.
 - Where possible, pre-arranged appointments should be taken out of school time. If this is unavoidable then the expectation is that the student attends school either side of the appointment thus ensuring attendance at either morning or afternoon sessions. It is worth noting that a school day is divided into two registration periods am and pm. e.g. 5 days off is equivalent to 10 sessions of absence.
 - All students attending medical appointments must provide a signed note and or an appointment card confirming the date and time of the appointment which should be done in advance of the appointment and given to the Attendance Officer. If no evidence is provided then the absence will be recorded as unauthorised and will have an adverse effect on their attendance.
 - Students are discouraged from contacting parents during the school day for illness or any other concerns as they have access to the Pastoral Centre where contact will be made home where considered necessary.
 - Leave of absence for holidays will not be authorised by the school and Penalty Notices (PN) will be issued by the Local Authority at the request of the Headteacher.
 - Tewkesbury School will look at **exceptional circumstances** on an individual basis.

More information on **Attendance** can be found in the **Attendance tab**.