



6 June 2022

Dear Parent / Carer

As part of our ongoing commitment to ensuring every student reaches their full potential, we believe that it is essential for students to attend as often as possible. As such, please find details of our Attendance Procedures.

### **Attendance**

As a parent/carer, you have a legal responsibility to ensure that your child attends school.

The morning AM register is taken during tutor time. A text message and an email will be sent to you if your child is marked as absent and we have not received confirmation of the absence. If no contact is made with the school regarding your child's absence, this will result in an unauthorised mark. We will, where possible, continue to try to contact you by phone throughout the day in order to safeguard your child by establishing their whereabouts.

When a student's attendance level falls below an acceptable level a letter will be sent to you to acknowledge our concern. It is hoped that your child's attendance will then improve. Further absences will trigger further letters which will be followed by meetings with the attendance officer and your child's Head of Year. Assuming that attendance does not improve, additional procedures will lead towards fines and potential prosecution.

Graham School uses the NYCC Attendance Pathway to support parents in ensuring their child(ren) attend school.

### **Absence from school**

If your child will be absent due to illness or other circumstances, please ring the absence line on 01723 366451. Please select the Attendance Office and leave a message confirming your name, the student's name, the date, the reason for absence and your contact number. Alternatively, you could also use the Edulink app and send us a message by using the Learner Absence link.

### **Punctuality**

Students are expected to be in school by 8.40am, ready to attend tutor time immediately afterwards. If they arrive late, they will be marked accordingly. A detention will result every time that your child receives three late marks, however, students that are persistently late, or late after 9:10 may be given detentions if there is no prior agreement for the lateness. All students have been made aware of this. Notification of detentions can be found in their planners.

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#### Graham School

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Tel: 01723 366451 Fax: 01723 380985

Email: [hello@gra.hslt.academy](mailto:hello@gra.hslt.academy)

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Arriving 5 minutes late each day adds up to missing around 3 entire days of school by the end of the school year so it is essential that pupils are on time.

### **Medical Appointments**

Appointments to visit a GP or dentist should be arranged outside of school hours, wherever possible. However, it is appreciated that parents have little control over consultant appointments and visits to the orthodontist. If the appointment is before school and your child will be late, please make a note in their planner, inform the Attendance Office and send confirmation of the appointment with your child. Confirmation of appointments is a requirement for the absence / lateness to be authorised. This can be a letter, appointment card or slip.

### **Leave of absence during term time**

The Government advises that only exceptional circumstances warrant authorised leave of absence from school. Leave may only be granted if an application has been made by the parent in advance.

A parent who takes their child(ren) out of school without authorisation could be deemed to be failing in their responsibility to ensure regular attendance at school. This may result in a Penalty Notice.

Graham School will not authorise leave of absence unless the circumstances are exceptional.

Any request for leave of absence on or after the period of leave will not be authorised. Once a request is received you will, in turn, receive a letter with the school's decision.

Aspiring to attain 100% attendance should be the target for all students. It is extremely important that you contact us with regards to any concerns so that we can support you and your child to attend school every day. Graham School can provide, where necessary, various levels of support and are happy to do so to support your child in being in school.

Yours faithfully,

Mr A. N. Wilson  
Vice Principal