

## **ATTENDANCE**



It is widely acknowledged that attendance and progress are linked. Good attendance levels are essential if a child is to meet his or her learning potential. At Caludon Castle School, our minimum attendance expectation is 95%.

We would welcome your support in ensuring that your son/daughter attends school regularly and on time. If you have any problems concerning this please do not hesitate to contact your child's Year Leader or Form Tutor.

Attendance of less than 90% means that your child has missed at least 20 days of school over a year which is equal to 100 lessons.

All absence below 90% attendance will be referred to our Attendance Officer.

### **Illness**

If your child is unwell and cannot attend school we would ask that you contact the school in one of the following ways:

1. Telephone the school on 02476 444822 (main switchboard) you will be instructed to press '1' to report an absence. (or \*818 for 6<sup>th</sup> form)
2. Email – [pastoral-attendanceoffice@caludoncastle.co.uk](mailto:pastoral-attendanceoffice@caludoncastle.co.uk) for years 7 to 11
3. Email – [sixthformteam@caludoncastle.co.uk](mailto:sixthformteam@caludoncastle.co.uk) for sixth form absences
4. Send a message through the Arbor App



You need to let us know your child's name and tutor group, reason for absence and an estimate of how long the absence is likely to be.

We ask that you do not keep your child at home for any other reason, since we may have to record these as unauthorised absences (truancy).

If a child is absent and we have not received a reason you may receive a text message/telephone call or email to alert you to the absence.

### **Medical/Dental appointments**

Where possible please try to avoid making medical/dental appointments for your child during the school day. If this is unavoidable you will need to let us know (preferably at least the day before). We will then record the absence on the register system and your child will be allowed to leave school through reception at the specified time. If the appointment is first thing in the morning, could you please phone/text one of the above numbers before school so we do not send an absence alert text.

### **Exceptional Leave of Absence in term time**

Headteachers are no longer able to authorise any holidays in term time. Only truly EXCEPTIONAL leave can be granted.