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 child attends school regularly and on time. If you have any problems concerning this please do not hesitate to contact your child's Year Team

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:

REPORT AN ABSENCE VIA ARBOR (APP OR PORTAL)

To record an absence on Arbor, click on the **Quick Actions** button and then click **Attendance**. From here, click the green ***Log Absence*** button in the top-right of the page.
Here, you can input the start and end time for the absence and type in the reason for the absence. By default, the absence start and end times reflect the student's full day, but these can be adjusted as needed. Once you have filled in this data, click **Log Absence**. This will then be visible to school staff.

It is not possible to edit an existing absence request, so if you need to make any changes, you should delete the absence request and create a new one. To delete the absence, click on it and then click **Cancel Change Request**.

TELEPHONE THE SCHOOL ON 02476 444822 (MAIN SWITCHBOARD)

You will be instructed to press '1' to report an absence (y7 to 11) or press '2' for 6th form absence. 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. **We need a message each day your child is off unless you have told us they are going to be off for more than one day.**

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 use one of the above methods to report the absence 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.