



Inspiring Learning, Achieving Excellence

Headteacher: Mr Adam Shelley MEd, BSc Hons, PGCE, NPQH

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Dear Parents

Attendance and punctuality reminders

I would like to take this opportunity to draw your attention to our procedures regarding attendance and punctuality in order to avoid any confusion. All procedures are in place in accordance with our safeguarding protocols.

Arrival in the mornings

Students should arrive at school no later than 8.40am in order to register. If students arrive later than 8.40am, they should have a signed note from a parent or a parent should contact the school via phone or email with the reason for the lateness. Students should go to reception with their note, or hand it to their Head of Year on the door and then sign in.

Students without a valid reason from a parent will be issued with a school detention on the same day and parents will be contacted.

Late students should only access the building via the main entrance doors.

Students needing to leave the site during the school day

Any student needing to leave site during the school day must adhere to the following procedures for safeguarding reasons.

Appointments or meetings

As far as possible, parents should try to schedule meetings out of school hours. We appreciate that this is not always possible, so parents should contact their child's Head of Year or the school attendance officer with the details of the appointment. Any written notes should be signed and dated by the parent.

On receipt of the note, students will be issued with a school signed permission slip from the Head of Year or attendance officer.



School permission slips (not parental notes) must be handed into to reception when students wish to leave and the student should sign out. Students who do not have a signed slip, will not be permitted to leave. Students may not sign out without a valid school permission slip.

Illness or upset during the school day

Students should report to reception and say that they are feeling unwell. Parents will be contacted as needed.

Students should not leave the school site independently.

Students should not use their own phones to contact parents in order to request collection or permission to leave and then leave the site independently. Parents should first contact and alert reception before coming into school if their child calls or messages independently. This will allow school staff to check on well-being as required.

Break and lunchtimes

Students must remain on site at all times during the school day. Parents wishing to make any alternative arrangements should do so in collaboration with their child's Head of Year or a senior member of staff.

Covid-related absence

In line with updated government guidance, students are no longer required to test routinely for covid-19. Students experiencing symptoms may wish to test. Students testing positive for covid-19 should remain at home for 3 days as a precaution to prevent the spread of infection. Students feeling unwell should remain at home until they feel fit enough to return. There is no requirement for self-isolation in the case of close contact with a covid-19 infected person unless symptoms are experienced.

Parents should be aware that any absence for illness will be recorded as such. There are no longer exemptions made for covid absence for attendance monitoring purposes.

If you are in any doubt about attendance expectations or procedures, please contact your child's Head of Year or our attendance officer.

Yours faithfully



Carol Duffy
Deputy Headteacher