



Thursday 5<sup>th</sup> October 2017

Dear Parent/Carer

**Re: Reminder about attendance and punctuality**

Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum and achieving both academic and social success. All students should aim for 100% for both attendance and punctuality.

If a student is unwell and unable to attend school, please telephone the school on 01628 629415 and select the attendance option to leave a message. Alternatively you can send an email to [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

This should be done before 8.30am on each day of absence. On your child's return we will require a written note explaining the reason for absence even if a telephone call has been made. This should be addressed to the Attendance Officer.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances. All requests for absences should be made in writing and addressed for the attention of the Headteacher at least 15 school days prior to the dates requested.

Parents are asked to book appointments whenever possible outside of normal school hours. Students who need to leave school for a dental/medical appointment must bring a note from a parent before permission can be granted. The note must be shown to the Attendance Officer and students must sign out at the Main Office before they leave school and sign back in on their return.

You should provide evidence to support any absence for medical reasons/appointments; this can be given in the form of a signed appointment card, photocopy of a prescription, letter from your doctor or hospital referral letter.

If you have any concerns regarding your child's attendance at school then please speak to your child's Form Tutor.

Yours sincerely

Mrs Amanda Hart  
Attendance Officer