



October 2018

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. You can view your child's attendance through Insight.

If a student is unwell and unable to attend school, please telephone the school on 01628 629415 and select option 4 for attendance to leave a message. Alternatively, you can send an email to [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com). This should be done before 8.00am on each day of absence. Any unreported absences will result in a text being sent home and if no response is then received within a reasonable timeframe, I will then proceed to call each contact we hold for your child. If I have not managed to make contact with any of the contacts listed, at that point members of staff will visit the home address to check everything is alright.

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 using the Request for Term Time Absence Form available on our website. Requests should be made 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 Office