



# Alder Community High School

## A Parent & Carer's Guide to **Attendance**

What do I do if my child is going to be absent?  
If your child is going to be absent from school you must report their absence via **ClassCharts** before 8.20am and explain the reason for absence.



You can also contact the school attendance line  
**0161 368 5132**

Parents/Carers must contact the school on each day of their child's absence. You will be required to provide evidence to support your child's absence, **if their attendance is below 95%**



## Punctuality

All students are expected to arrive before 8.20am. Students who arrive between 8.21-8.50am will be issued with a L code. Registers close at 8.50am any student who arrives after 8.50am will be issued with a detention and a 'U' code which is recorded as an unauthorised absence for the morning.



## Leave of Absence

Alder Community High School do not grant leave of absence during term time unless there are extenuating circumstance. If you wish for your child to be absent you must complete a 'leave of absence request' at least 4 weeks in advance. We will submit a Penalty Notice for unauthorised leave.



## Medical Absence

Medical appointments should be arranged for outside of school hours where possible. If an appointment is taken during school hours students are expected to attend before and/or after the appointment. Evidence of the appointment must be provided.

Parents/Carers will be asked to provide supporting medical evidence for their child's absence if their attendance falls below 95%.



## Youth Employment

If you wish your child to be absent from school for the purpose of employment, you must apply for the absence via the attendance team [attendance@alderchs.uk](mailto:attendance@alderchs.uk). Absence will only be granted if your child's attendance is above 95%. If you application is submitted during the Autumn term a decision will be made based on attendance for the previous academic year.



## Prolonged Absence

Section 444 of the Education Act 1996 states that if a child of compulsory school age who is a registered pupil at the school, fails to attend regularly, the Parent/Carer is guilty of an offence.

If a child is absent for an extended time the school may be required to follow procedures for Children Missing Education (CME) and notify the local authority.



## Penalty Notice

In line with national guidance, penalty notices will be issued for unauthorised absences, including holidays taken during term time without approval or repeated instances of unauthorised absence. These fines are issued to Parents/Carers and are intended to support the importance of regular school attendance.



At Alder Community High School, we believe that excellent attendance is the foundation of academic success and personal development. Every day at school matters, and we're committed to working with families to ensure all our pupils achieve their full potential through regular attendance.

**Remember: Every day counts. Every lesson matters. Together, we can ensure your child achieves their very best.**