

Dear families,

Re: Great attendance, great outcomes

11th May 2022

Longdendale High School is constantly working hard to improve the attendance and punctuality of all students in order to support them in achieving their best outcomes.

A key element of this is family involvement and support. Parents/carers play an essential role in supporting attendance and we are grateful that the vast majority of families actively follow the school's attendance and punctuality guidelines. By communicating regularly and sharing information we can work together to raise attainment standards for all.

In the interest of continuously improving our whole school attendance, we ask the following are adhered to:

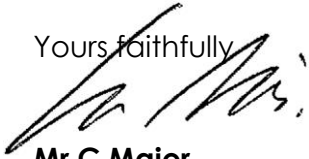
- Every student is expected to strive towards 100% attendance.
- Morning registration is at 8:30am and students must be present with their form group by this time to receive a present mark.
- Should a student arrive late they will receive a late mark on the register regardless of the reason. If there is justification such as the bus arrived to school late they will not receive a sanction.
- Reasons for absence must be reported on 01457 764006 before 9:00am and must be followed up with daily calls and a cover note from parents/carers on return. Alternatively, reasons for absence can be reported via the School Gateway app. Without this, absences will not be authorised.
- Absence will not be authorised for minor ailments such as colds, headaches or period pains.
- Medical appointments should be made outside school hours – absence for dental check-ups, scheduled eye tests and routine reviews such as for asthma will not be authorised.
- Medical evidence must be provided for all absence in excess of three days or when requested by school for repeated periods of absence. Evidence should be clear and supported with a cover note from parents/carers. Evidence may include an appointment letter, prescription or GP note.
- Absences are not authorised for visa/passport appointments – these should be planned ahead and made outside of school hours.
- Under guidance from the Local Authority, extended leave will not be authorised for religious observance. Key dates will be considered (usually to a maximum of 2 days per academic year)
- Absences are not authorised on event days such as Sports Day or Reward Days without supporting medical evidence.
- Parents must not book holidays in term time – leave of absence may be granted only in relation to exceptional circumstances. Request forms are available from the Attendance Office and supporting evidence will need to be supplied.
- Unauthorised absence is monitored by the Local Authority who may issue Penalty Notice fines of £120 per parent, per child (reduced to £60 if paid within 21 days)

On occasions, students may have medical appointments which cannot be arranged outside school hours, such as for hospital specialists. In such cases, it is the parent/carer's responsibility to

collect their child from school within a reasonable time to travel to and from and ensure as much of the school day as possible is attended. It is not appropriate to miss a whole morning or afternoon of school.

If your child is experiencing any problems that may be affecting their attendance or punctuality, please contact us on 01457 764006 to discuss mentoring and/or family support.

Yours faithfully

A handwritten signature in black ink, appearing to read 'C Major', written over the words 'Yours faithfully'.

Mr C Major
Deputy Headteacher