

### Attendance support on a page

Senior Leader Attendance Champion	Kirsty Roban – Deputy Headteacher
Other important contacts:	<ul style="list-style-type: none"> <li>• Leanne Stansfield – Attendance Lead</li> <li>• Yasmin Jones – Attendance Officer</li> <li>• Year Team and Form Tutor</li> <li>• Family Support Worker</li> </ul>
How to report an absence:	<p><b>If your child is too ill to attend school, parents / carers should contact the School's Attendance Officer before 8.15 am on 0161 428 7706 then press 1. Or email: <a href="mailto:attendance@kingsway.stockport.sch.uk">attendance@kingsway.stockport.sch.uk</a></b></p> <p>Please give your child's name, Year Group and the reason for the absence. We also ask that you contact us <b>each day</b> that your child is absent.</p> <p>If no contact is made the absence will be recorded as an unauthorised absence.</p>
When we will contact you:	Daily
What time does school start?	<p>School gate open at 8am</p> <p>Line Up &amp; Ready to learn checks at 8.25am</p> <p>Attend Form time at 8.30am</p>
When are you late for school?	If you arrive after 8.30am
How can I track my child's attendance at school?	You can monitor your child's attendance via their school planner (handbook), attendance is recorded weekly.
Is my child too ill for school?	See the NHS guidance <a href="#"><u>here</u></a> .
Can I send my child in if they are little under the weather?	Yes. We will help them throughout the day. A member of the Year team will check in with them if needed. Please inform the Form Tutor via email in the morning and they will alert.
Who can I discuss support with?	Head of Year, Pastoral Head of year, Attendance teams, Form tutor.
We are going on holiday in term time, can we request time off?	All holidays in term time are unauthorised absences from school. Leave may be granted by the headteacher in exceptional circumstances. All requests should be made in writing to the headteacher. Parents should be aware that the Local Authority may issue Penalty Notices for holidays taken in term time.