



Brentwood Ursuline

Convent High School

July 2019

Dear Parents

Attendance Issues and Absence Reporting

I appreciate the assistance from you in encouraging our students to aim for a high level of attendance in school. Our attendance expectation for 2019/20 is for each student to achieve 100% attendance with the aim of achieving above 95% during the academic year.

I would like to take this opportunity to remind parents of reporting absence procedures.

When reporting your child's absence please give a detailed reason for their absence which will be recorded on the school system. We ask that you ring the school number before 8.45am. Our expectation, if your child is absent for more than one day, is to update the school daily. Minor ailments, such as a headache or slight cold, are not acceptable reasons for failing to attend school. Please keep medical evidence of absence e.g. appointments cards, copies of prescriptions, pharmacy receipts and include them in a letter explaining your child's absence on their return to school.

With regard to medical appointments, we expect these to be made outside of school hours. To promote good practice, parents are requested to give as much notification in writing of forthcoming medical appointments, two days would be a recommended timescale.

There is a set procedure when students are unwell in school. They should report to the medical room (having sought the permission of the teacher of their current lesson) where they will be assessed by our Medical Assistant who will decide if they need medical attention, should be sent home or are well enough to complete the school day. If the student needs to be sent home, the Medical Assistant will make the call to parents/guardians. Do not expect your child to phone or text home directly.

On the matter of term time holiday requests; the current law does not give any entitlement to parents to take their child out of school during term time. The Education (Student Registration) (England) (Amendment) Regulations 2013 prohibits Head Teachers granting leave of absence to a student except where an application

Queen's Road • Brentwood • Essex • CM14 4EX

Telephone: 01277 227156 • Facsimile: 01277 229454

E-mail: admin@buchs.co.uk

Headteacher: Dr R. J. Wilkin

has been made at least 4 weeks in advance and the Head Teacher considers that there are exceptional circumstances relating to the application. If parents do not take these steps and do take their child out of school during term time, the absences will not be authorised and Essex Local Authority Attendance Compliance Service may issue a penalty notice to each parent of £60 for each child to be paid within 21 days. If the penalty is not paid within the time scale the penalty will increase to £120. If the higher penalty is not paid within 28 days, the Local Authority will then institute legal proceedings against each parent in the magistrate's court under Section 444 of the Education Act 1996 for failing to ensure their child attends school regularly.

In addition to the above criteria, due to the importance of students settling into school at the commencement of the school year, penalty notices may also be issued if there have been at least 6 consecutive sessions (3 consecutive days) of unauthorised leave of absence during the first two weeks of September.

For your information as part of my responsibility as Student Support Coordinator I will be in regular contact with Essex Local Authority Attendance Compliance Service to discuss those students whose attendance is a cause of concern.

Thank you in anticipation of your support and I wish you a safe and happy summer holiday.

Yours faithfully,

Mrs B Güler
Student Support Coordinator