



# Brandles School



Weston Way  
Baldock  
Herts  
SG76EY

Tel: 01462 892189 or 07890 665157  
E-mail [jstone@brandles.herts.sch.uk](mailto:jstone@brandles.herts.sch.uk)

**ATTENDANCE**  
What every Parent,  
Carer and Student  
should know.

2013 - 2014

## WHEN ABSENCE IS NOT ACCEPTABLE

Symptoms such as headaches, sore throats and stomach aches can usually be treated with mild medication and should not require time off school.

Medical and Dental appointments should be made outside of school hours or during school holidays. When it is impossible to make an appointment outside of school hours your son should attend school before or after the appointment.

Pupils should not have time off for any other reason.

Shopping trips and looking after adults or children are not acceptable.

Taking your son out of school for holidays is not acceptable.

To take your son away from school during the school term you must write for permission from the Head teacher, permission may not be given.

## WHAT TO DO WHEN YOUR SON IS ABSENT

We must know why your son is not at school.

You should contact the school as soon as you can if your son is ill, and send in a written note when he returns.

If your son is not at school, and we have not heard from you, the school will contact you by phone by 10.00am. to confirm that you are aware of your son's absence.

If an absence is not explained it becomes an unauthorised absence and can be reported to our Attendance Improvement Officer (AIO).

## WHAT IS GOOD ATTENDANCE ?

Most pupils attend school everyday throughout the school year and a few are absent for more than two or three days.

Every pupil has the right to an education.

Attendance cannot improve unless the home and school work together.

Every parent and carer has the responsibility to make sure that their son makes full use of his educational opportunities.

To do this they need to:

- Attend school everyday
- Arrive on time
- Wear the correct school uniform

**If you are concerned about your son's attendance  
contact the school and speak to Mrs. Stone on**

**01462 892189 or 07890 665157**

**[jstone@brandles.herts.sch.uk](mailto:jstone@brandles.herts.sch.uk)**

### **WHEN ABSENCE IS ACCEPTABLE**

When you son has an illness or injury that prevents them from learning or has to be treated at home or in hospital. Exceptional circumstances like a family bereavement. An interview at a college or workplace.

### **WHAT DO WE DO ABOUT POOR ATTENDANCE ?**

The school contacts the home when a pupil has not arrived at the school by 10.00am, and we have not heard from the parent / carer.

Where a pattern of non-attendance appears, we will discuss our concerns with the A.I.O

Where a child's absence has been unauthorised for at least 20 sessions in the current term, a Fixed Penalty Notice may be issued and could involve a fine. The AIO will also become involved with the family and if attendance does not improve, court proceedings can be taken against Parents.

## HOW DO WE REWARD GOOD ATTENDANCE ?

- We reward individual attendance
- Termly awards - certificates for full and improved attendance, along with rewards valuing between £ 5.00 - £10.00
- Parents receive a half termly report on their sons attendance.
- Pupils have access to more rewards as their daily attendance helps them improve their engagement in lessons.

Please contact Mrs. Stone if you have any concerns about your son's attendance

Tel: 01462 892189 or 07890 665157

[jstone@brandles.herts.sch.uk](mailto:jstone@brandles.herts.sch.uk)

You may also like to contact the school's

Attendance Improvement Officer

Chris Hall

Through the school office