

BRIEF ATTENDANCE POLICY OUTLINE

Please find below a brief outline of Portchester School's policy on absence and holiday. We would be grateful if you would be aware of the importance of the following procedure set out.

ABSENCE

If your son is unable to attend school please telephone before 8.50am on the **first** day of absence to let us know the reason. You can telephone as early as you like as the voicemail is active 24 hours a day. Please use the designated phone numbers.

YEAR 7	01202 705050	
YEAR 8	01202 705051	Please use the appropriate telephone number for the year
YEAR 9	01202 705052	your son is currently in.
YEAR 10	01202 705053	
YEAR 11	01202 705054	

This information is vital and we need the information for several reasons:

- To detect truancy
- To advise parents of truancy or persistent lateness
- To give the authorities the information they need
- To stop the automated truancy call going out

If your son is off for more than one day, it is not necessary for you to ring each day. On your sons return, please send an orange slip or a written note, stating a) the dates your child was absent, b) the date they returned to school, c) the reason for the absence so we will be able to account for all the days. If your son is off on a Friday and still off after the weekend, please call again on the Monday.

PUNCTUALITY

All boys should be in school by 8.15 and in their form rooms by 8.20am. If you know that your son is going to be late, please telephone the school on the designated attendance number before 8.50am.

Remind your son to sign in on arrival. If your son is late and no message from you has been received you will probably receive a call from the automated system requesting a reason for his absence. If your son is late twice or more in a week, he will receive a School Detention from his form tutor, this also applies to pupils who do not remember to register on arrival at school or for Period 5 registration.

ABSENCE DUE TO APPOINTMENTS

If your child has an appointment e.g. Dr's, Dentist and Hospital, please either send a letter in prior to the day or telephone the designated attendance number before 8.50am on the day of the appointment informing us that your child will be in afterwards.

HOLIDAY IN TERM TIME

The Academic year provides 14 weeks holiday. Application for leave of absence will be considered in exceptional circumstances. Only up to 10 days will be considered. We are not obliged to grant leave and we will take into account: age of your son, time of year, proposed trip and its nature, overall attendance and your son's educational progress when considering it. Because of the importance of Year 11, absence during this academic year is rarely approved. Application forms can be picked up in reception, the attendance office, or downloaded from the school Website. The LEA will be imposing fines of £50 per parent on families who take holidays during term time without written authorisation. We ask parents to support us in regard to these matters as we try to ensure that each child does not fall under the legal Government attendance rate of above 92%.

May we also take the opportunity to ask that any changes of personal details e.g. address and especially contact numbers should be notified to us immediately so that our records can be updated.