



# Reigate School



## Understanding Attendance

*What should I do if my child is too unwell to attend school?*

All absences must be reported on a daily basis via the absence line on **01737 245241 (Available 24 hours)**. **Your message should include your child's name, tutor group, reason for absence and your name.** If this line is unavailable then please use the main school number during normal school opening hours - **01737 243166**. School should be advised of any medical conditions. Medical evidence may be requested if it affects your child's attendance.

*If my child is late for school what should they do?*

School starts at **8.45am**. If they arrive after this time they need to go to their form room. If they arrive after **9.05am** they **MUST** sign in at Student Services before going to lessons.

*What happens if my child is late to school?*

A text will be sent each day your child is late. They will be given a detention at break time by their form tutor. Persistently late students will be kept for detention on Friday and you will receive a phone call or letter if this is to happen. **If there is a valid reason or change in home circumstances that is affecting your child's attendance please let Mrs Morris know immediately.**

*Can I take my child out of school for a holiday?*

**A request for exceptional leave of absence must be completed in advance and sent in to the Headteacher. It is in your child's best interest to miss as little schooling as possible. It is unlikely that holidays will be agreed unless there are exceptional circumstances.**

*Will I be made aware if my child's attendance is low?*

Yes, if their attendance falls below an acceptable level, a letter of concern will be sent to you and you may be asked to provide medical evidence. If there is no improvement a meeting may be arranged to discuss the situation and you may be referred to the Education Welfare Service.

For further information please contact:

Mrs Morris (Attendance Manager) on 01737 229566

Or

Student services on 01737 243166

Ext 305/206