

## Attendance Reminders

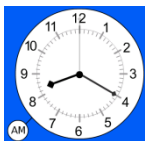


### Holidays

As you will remember, in line with the Local Authority and other schools in the area, we made the decision that Holidays during term time would be classed as unauthorised and recorded in the register as a 'G' code. I strongly advise that parents do not remove their children from school for the purposes of a holiday as this will incur a fine.

### Notes

Following an absence it is important that you send your child into school with a note for their Form Tutor so that the absence can be authorised. We also ask that you call the school in the morning to let us know if your child is going to be absent.



### Lates

The late system has now been changed. Pupils are to use the 6<sup>th</sup> Form entrance at the Fiveways side of the building if they arrive after the gates are closed. They must then sign in at the Attendance Office in G131 before they continue to their lesson.



### Medical Appointments



The school asks that wherever possible medical appointments are arranged for outside of school time so they do not interfere with lessons and your child's education.

