



2nd November 2018

Dear Parent/Carer

Re: Attendance Procedures

We have decided to amend our current attendance procedures with a view to improving pupils' overall attendance. Pupil attendance is a high priority. At Philips we consider below 96% to be poor attendance.

Parents have a legal requirement to ensure that each child of compulsory school age receives full-time education. When you register your child at Philips High School you have a legal duty to ensure they attend school regularly. Positive support from yourself and a willingness to engage with school (and other support bodies as necessary) will make a significant contribution towards your child maximising their attendance and realising their full educational potential.

We would like your support in achieving higher standards of attendance. Outlined below is your role in the daily absence procedures.

- If your child is unable to attend school, it is important that you leave a message on the absence line by 8.30 am. This is available all day, every day. You just dial the school number and press option 1.
- If your child does not arrive in school and we have had no reason for their absence, then you will be contacted by school.
- If we are unable to contact you using the contact numbers provided by yourself, then a home visit may be carried out that morning. Our reason for this being that we would have a concern about the health and safety of your child. Eg. – you are under the impression that your child has set off for school but they have failed to arrive.

Your support and co-operation with this would be greatly appreciated as we would like to devote our resources to supporting the pupils who need it the most. The attitudes of parents can have a significant impact on the school attendance levels of children. The views of parents in particular are vital in shaping the mindset and behaviours of their children

Please can you also be aware that the school does not authorise holidays during term time and all medical appointments should be arranged outside of school hours.

We are hoping that we can all work together towards our ultimate aim of having outstanding attendance and outstanding progress at Philips High School.

Yours sincerely

Ms T Owen
HEADTEACHER

