



Our ref: MF/CS/VCL

14<sup>th</sup> September 2018

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Headteacher: Martin Farmer BEd (Hons) NPQH

Dear Parents and Carers

*"Ensuring your child's regular attendance at school is a parent/carer's legal responsibility  
(Section 444 of the 1996 Education Act)  
and permitting absence from school that is not authorised by the school creates an offence in law."*

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence.

### Punctuality

It is important for all students to be on time at the start of the morning and afternoon sessions and to lessons. The start of school and lessons is used to give out instructions or organise work. If a student is late they can miss work time with their class teacher, getting vital information, cause disruption to the lesson for others, and it can be embarrassing leading to possible further absence.

The school day begins at **8.40am** and all students are expected to be in school at this time. Morning registration is at **8.40am** and it closes at **9.10am**.

### Attendance

A child not attending school is considered a safeguarding matter. That is why information about the cause of any absence is always required and recorded.

If a child is absent a parent/carer must:

- Contact the school as soon as possible EVERY DAY the student is absent by:
  - Phone the school on 01885 482230 – press 1 for Absence - messages can be left 24hrs and are reviewed throughout the day
  - Text the school via PS Connect **MyEd** App, available for download from App Store and Google Play Apps
  - Email [admin@queenelizabeth.hereford.sch.uk](mailto:admin@queenelizabeth.hereford.sch.uk) Link available on school website
- For an absence of 5 days or more parents/carers must supply the school with a valid Doctors/Medical note.

If a child is absent the school will:

- Telephone or text on the first day of absence if no contact has been made by a parent/carer. The school has a duty to ensure every child's safety as well as their regular school attendance
- Invite parents/carers into school to discuss the situation with our Attendance Officer and/or Pastoral Leaders and Headteacher if absences persist
- Refer the matter to the Local Authority if absence is unauthorised and consistently falls below 90%.

### Illness

Many children experience common ailments from time to time and most do not need a prescription, are rarely serious and do not require time away from school. Often treatment can be made with over the counter medicines from a pharmacist.

If a child needs to take prescribed medication during the school day, arrangements can be made with trained school staff and there is no need to remain out of school.

**Medical Appointments**

Parents/carers are advised that, where possible, doctors and dentists appointments are to be made outside of school hours or during school holidays. Where this is not possible the child should attend school prior to and/or after the appointment to maximise their attendance.

**Request for Term Time Absence**

*“Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances”.*

The fundamental principles for defining exceptional are rare, significant, or unavoidable, which means the event could not reasonably be scheduled at another time.

The Headteacher will consider the circumstances of each request for absence. There is, however, no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised.

Parents/carers wishing to apply for Term Time absence need to write to the Headteacher requesting the period of absence in advance and before making any travel arrangements. If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions absent exceeds the thresholds allowed by the Local Authority, parents/carers will be issued with a fixed-penalty fine or other legal action.

Authorised absence is still absence from school and taking holidays in term time will affect a child’s schooling as much as any other absence. The school expects parents not to take children out of education during school term time.

Parents/Carers are requested to support the school with their child aiming for 100% attendance and NOT below 95% attendance each year. Avoid taking their child out of school for non-urgent medical or dental appointments. Only request leave of absence if it is for an exceptional circumstance.

**Queen Elizabeth High School Absence Measures**

% Breakdown	Description
100%	Outstanding
99-99.9%	Excellent
98-98.9%	Very Good
95-97.9%	Good
93-94.9%	Satisfactory
90-92.9%	Poor
0-89.9%	Very Poor

Yours faithfully

Mr C Shilton  
Attendance Officer