



Dear Parents / Carers

SCHOOL ATTENDANCE TARGET 96%

At **The Coleshill School** we place an emphasis on the importance of regular and punctual school attendance. We believe through good attendance at school children will achieve higher attainment, have better opportunities, and establish good habits that will support them throughout their lives. We understand that there may be unavoidable circumstances on occasions when your child is absent from school, and we would like to take this opportunity to remind you of the school absence procedures:

Illness:

Occasionally, your child may wake up on a school day and say that they feel unwell. Parents/Carers will assess and decide if they think their child is well enough to attend school or needs to be kept at home. If your child has no temperature but has minor ailments such as a, headache, or earache then (as with adults) medical advice is to give them paracetamol or other medication and send them to school. We will always contact you if your child's condition worsens or if we believe it is contagious such as chicken pox, vomiting, etc.

If you decide your child is unable to attend school due to illness the following procedure applies:

- If a child is absent from school parents/Carers should contact the school on the 1st day of absence by 8.30am **via study bug app** to inform the school of the reason for absence.
- **Parents are expected to maintain contact with the school throughout the absence.**

It is the school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. Further evidence of a child's illness may be requested if their attendance is an ongoing concern.

Medical and Dental Appointments:

Where possible such appointments should be booked outside of school hours

- **When a student has a medical or dental appointment this should be confirmed with an appointment card or letter, or text message screen shot.**
- Pupils are expected to attend school prior to the appointment and return to school after the appointment. Any absence outside of the appointment/travel time will be unauthorised.

Unexplained absences:

Unexplained absences from school give serious cause for concern as the school is unable to confirm the whereabouts and safety of a child.

- **At 9.15am** the school registers are checked for any absences where there has been no contact by parents or reason given.
- School staff will attempt to make contact with parents to ascertain a reason for the child's absence from school.
- Where we are unable to ascertain a reason for absence, it may be necessary to call other emergency contacts provided.
- In an event of prolonged absence with no contact from home, school will make referrals to the CSAWS Attendance and Welfare Officer to complete a home visit, failing that we may have to contact the police to undertake further safe and well checks.
- **School is required to have more than one emergency contact for each student.**
- **Please ensure the school has up-to-date addresses and telephone numbers**

Work Hard, Be Kind, Take Responsibility. >





Punctuality

It is important that students are punctual, so they do not miss out on the beginning of each school day. Children must attend on time to be given a present mark for the session.

- we ask parents to ensure their children are in school for **8.30am**. The formal school day starts at **8.45am**.
- Children arriving after **8.45am** will be late for school and must sign in at the Main Reception.
- Where a student arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).
- **School registration will close at 9.15am**

Parents/Carers can support regular school attendance by:

- Making sure their child leaves for school early enough to arrive at school on time.
- Supporting and encouraging their child by attending parents' evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working in partnership with the school to resolve any issues that are impacting on their child's attendance.
- Making any medical appointments outside of school hours whenever possible.
- Not taking children out of school for holidays in term time or for other unnecessary reasons.

Hours Learning Lost based on a full academic year





THE
COLESHILL
SCHOOL



The Coleshill School

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www.thecoleshillschool.org
enquiries@thecoleshillschool.org.uk
Tel: 01675 462435
Head of School: Miss R Brindley

Key attendance contacts

- Attendance Assistant – Mrs Edwards
- Attendance Manager – Mrs Rawlins
- Pastoral Leader for your child's year group
- Strategic Lead for Attendance – Mr Warren
- Family Support Worker – Miss Parker

We continue working with **Central School Attendance and Welfare Service Ltd (CSAWS)** to support the school with the processes associated with children's attendance at school. School employ CSAWS to provide the legal monitoring services and support that will help reduce the number of persistent absent pupils and improve whole school attendance.

Where there is cause for concern, information is shared with CSAWS during regular attendance meetings held at school. CSAWS then follow up attendance concerns with parents and carers, put into place appropriate support, interventions and action plans.

Allocated CSAWS Attendance & Welfare Officer is Mrs K Redpath.

If your child is facing challenges attending school, particularly related to anxiety or emotional concerns, please reach out to us for support. We want to work together with you to create strategies that will help your child feel more at ease and confident in school.

In the first instance, if you are worried about your child's attendance and you would like to discuss your concerns, please contact Mrs Rawlins – Attendance Manager or your child's Pastoral Leader.

Thank you for your continued support.

**MOMENTS
MATTER,
ATTENDANCE
COUNTS.**



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The Arthur Terry Learning Partnership, a charitable company limited by guarantee,
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