

## Absence Requests

**Absence requests** are strongly discouraged and only considered in **exceptional circumstances**. Parents can apply for leave of absence by completing the request form which is available at school or on our web site. If your request is not authorised and the leave is taken anyway, the case will be referred to the Education Welfare Service who may issue a penalty notice.

**Medical appointments** are an absence and must be recorded as such. Where possible parents are asked to arrange appointments outside of school time. Students should attend school prior to or following a medical/dental appointment and avoid a full day's absence.

## Unauthorised Lateness

Students arriving after the registers close at 9:30am, without a legitimate reason, will be recorded as an unauthorised absence.

## Promoting Attendance

Students at school are fully aware of the expectations surrounding attendance. Good attendance is celebrated by awarding credits, certificates and is one of several criteria used to assess eligibility to attend the annual rewards trip. Parents can view their child's attendance on the xpressions APP.



## Concerns and Queries

Please do not hesitate to contact your child's Director of Learning if you have any queries or concerns or email enquiries@hrs.education

## Medical Information

Please send copies to:

Mrs Abi Jenkins  
Attendance Officer  
The Helena Romanes School  
Parsonage Downs  
Great Dunmow  
Essex, CM6 2AU

**Absence Line: 01371 878654**

Email: [ajenkins@hrs.education](mailto:ajenkins@hrs.education)

## **The Helena Romanes School**

Parsonage Downs  
Great Dunmow  
Essex  
CM6 2AU

Phone: 01371 872560  
Fax: 01371 874632



**Honesty  
Respect  
Success**

# **Attendance Awareness**



**The Helena Romanes School  
and Sixth Form Centre**

**Absence Line: 01371 878654**

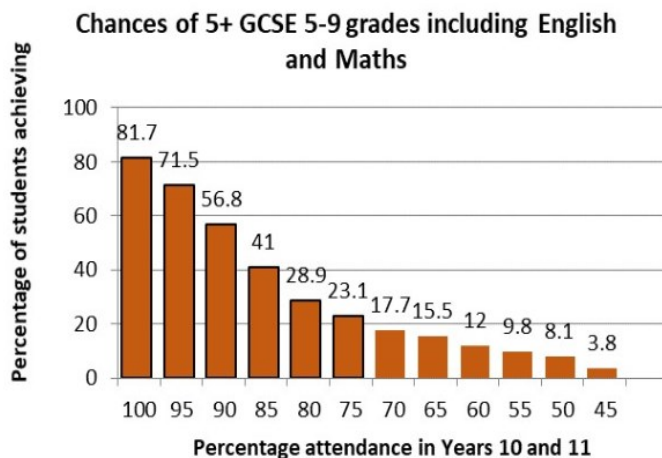
# ATTENDANCE & PUNCTUALITY

Attendance and punctuality are vital to ensure your child reaches their full potential whilst in education.

At Helena Romanes School attendance is monitored fortnightly by the Director of Learning and the Attendance Officer.

Please think carefully before keeping your child at home for minor illnesses or injuries.

- ⇒ 90% attendance = 1 day off per fortnight
- ⇒ 20 days off per school year = 90% attendance
- ⇒ 90% attendance from Year 7 to Year 11 = half a year absent from school
- ⇒ Only 35% of students who miss 10-20% of school will manage to achieve 5 9-4 grades at GCSE (including English and Maths)



## Procedure for monitoring Attendance

Every fortnight, the Director of Learning will identify students whose attendance falls below 96%. A letter will be sent to parents raising the awareness of attendance together with an attendance certificate.

If attendance falls below 90%, parents will then be informed that we require medical certification to authorise any further absences.

If attendance does not improve then parents are invited to attend a school based meeting to resolve any issues and to agree a plan to work together to improve attendance.

If attendance does not improve following the school based meeting, the case may be referred to the Attendance Compliance Team, Essex County Council which could result in proceedings for a penalty notice and/or legal intervention to be initiated.

## Medical Certification

For an absence to be authorised, up-to-date information must be kept by the school. It is possible to pre-empt any of the above stated intervention from being implemented by keeping your child's Director of Learning informed by telephone and up-to-date with copies of medical documentation. This documentation can be sent to the Attendance Officer, please see overleaf.

This evidence includes:

- \* A photocopy of the medicine packaging prescribed by the doctor or nurse or prescription.
- \* A stamped appointment card.
- \* A letter from the doctors' surgery, consultant or hospital stating the date of the appointment or diagnosis.

## Procedure for monitoring Punctuality

To ensure students are punctual and prepared for school please ensure your child adheres to the following guidelines:

- ⇒ On school site no later than 8.40am unless they are on a school bus
- ⇒ Proceeds to lessons with purpose so as not to arrive late to lessons
- ⇒ Is organised for the school day with the correct equipment so they do not need to take any detours on their way to lessons

If students arrive at school before 9.05am, they must go to their form room to sign in. Any student who arrives after this time must go to student reception to sign in.

It is imperative that your child attends registration to ensure you are not incorrectly contacted about your child's absence.

## Notifying the school of an absence

To ensure you do not receive truancy call unnecessarily please ensure the following:

- ⇒ A phone call to the school **absence line** must be made by 8.45am to notify the school with the reason why your child will be absent.
- ⇒ **If your child is to be absent for more than 3 days medical certification will be required for the absence to be authorised.**
- ⇒ **Absence line: 01371 878654**

The school must be notified on **each day** your child will be absent as this prevents truancy call from being sent.

If we have not been notified of a reason for the absence, or it is unclear from the message, the school will endeavour to make contact via truancy call or a phone call from a member of staff.

If there is no response to truancy call then the absence will be marked as unauthorised.