

Register Codes

| CODE | DESCRIPTION | MEANING |
|------|--|---------------------------------------|
| / | Present (AM) | Present |
| \ | Present (PM) | Present |
| B | Educated Off Site (NOT Dual registration) | Approved Education Activity (present) |
| C | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised Absence |
| D | Dual registration (i.e. student attending other establishment) | Approved Education Activity |
| E | Excluded (no alternative provision made) | Authorised Absence |
| F | Extended family holiday (agreed) | Authorised Absence |
| G | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised Absence |
| H | Family holiday (agreed due to exceptional circumstances) | Authorised Absence |
| I | Illness (NOT medical or dental appointments) | Authorised Absence |
| J | Interview | Approval Education Activity (present) |
| L | Late (before register closed) | Present |
| M | Medical/Dental Appointments | Authorised Absence |
| N | No Reason Yet Provided for Absence | Unauthorised Absence |
| O | Unauthorised Absence (not covered by any other code/description) | Unauthorised Absence |
| P | Approved Sporting Activity | Approved Education Activity (present) |
| R | Religious Observance | Authorised Absence |
| S | Study Leave | Authorised Absence |
| T | Traveller Absence | Authorised Absence |
| U | Late (after register closed 8.55am) | Unauthorised Absence |
| V | Educational Visit or Trip | Approved Education Activity (present) |
| W | Work Experience | Approved Education Activity (present) |
| X | Non-Compulsory school Age Absence | Not Counted in Possible Attendances |
| Y | Enforced Closure | Not Counted in Possible Attendances |
| Z | Student Not Yet on Roll | Not Counted in Possible Attendances |
| # | School Closed to Students | Not Counted in Possible Attendances |

Please note: Any absence, be it authorised or unauthorised, will bring your child's attendance percentage down.

Attending School Regularly - A Guide for Parents

1. When does my child need to be in School?

Your child should be at school every day and in good time for registration. The morning register will be called promptly at 8.35am and the afternoon register at 1:55pm

2. What happens if my child is late?

If your child arrives after 8.35am but before 8.55am he/she must sign in at Student Reception and he/she will be marked late. If your child arrives for afternoon registration after 1.55pm but before 2:15pm he/she will be marked **late**.

If your child arrives after 8.55am or 2.15pm he/she will be marked **absent**.

When your child is late for school should they fail to sign-in late at Student Reception they will be deemed as arriving after the close of registration and will, therefore, be marked as **absent**.

Unacceptable reasons for lateness include:

- Oversleeping
- Alarm clock failure
- Clothes in washing machine
- Lost tie or shoes etc.
- Taking a younger sibling to school

Persistent late arrival for school will be followed up by a letter/meeting with those concerned and strategies suggested to improve the matter.

3. Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence, preferably by no later than 8.20am. If you do not phone us, we will endeavour to contact you via our texting system (please ensure the School has you up-to-date telephone contact details). If we do not receive an explanation or if the explanation is unsatisfactory, we will not authorise the absence. Parents should confirm the reasons for any absence by sending in a letter, along with the relevant medical evidence, when their child returns to school, addressed for the attention of the Attendance Officer.

Messages relating to absence or other matters **must not** be relayed via other Students.

4. What reasons will the school accept for absences?

a) where leave has been granted by the school in advance, for example:

- a student is to participate in an approved performance for which a licence has been granted by the Local Authority.
- a student has been granted leave due to exceptional circumstances – in authorising such an absence, the individual circumstances of the particular case and the student's overall pattern of attendance will be considered.

- a) where the school is satisfied that a student is too ill to attend or where medical evidence has been provided or where a previously diagnosed known medical condition exists. If a student's attendance falls below 96% parents/carers will receive a letter advising that the school will no longer continue to authorise any absence due to illness without medical evidence unless a known previously diagnosed medical condition exists.
- b) where a student has a medical appointment supported by an appointment card/hospital letter (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand).
- c) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions.
- d) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong.
- e) the Local Authority provided transport for the student fails to arrive.
- f) other exceptional circumstances e.g. a family bereavement and for a very limited period.

5. What is unacceptable?

Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- a) no explanation has been given by the parent
- b) the school is not satisfied with the explanation
- c) the student is staying at home to mind the house, a relative or pet
- d) a shopping trip
- e) a birthday
- f) family holiday
- g) being unable to participate in a school activity e.g. school trip, activity day
- h) meeting relatives from/taking relatives to the airport

6. Will the School contact me if my child is absent?

The Bromfords School and Sixth Form College has in place a system of first-day calling. This means that parents will be sent a text/email on the first day a student is absent without explanation, to establish a reason for the absence. This helps to identify at an early stage students who do not have a good reason for absence, or who may be absent without their parents' knowledge.

7. My child is trying to avoid coming to School. What should I do?

Contact your child's Pastoral Manager or the Home/School Attendance Officer immediately and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

Attending School Regularly - A Guide for Students

Attending regularly and on time - regular attendance will help you make the most of the opportunities here at The Bromfords School and Sixth Form College. It will help you keep up with your school work, get the best results you can and get a job when you are older – employers like people who are punctual and reliable.

Absences - acceptable reasons for you being absent include:

- Genuine illness
- Emergency dental / medical appointments (your parents are asked to make routine appointments after school or during the holidays)
- A day of religious observance
- Family bereavement

Unacceptable reasons for not coming to school

- Family holiday
- Looking after your brothers and sisters or pets
- It's your birthday
- Shopping trips
- Taking relatives to or meeting relatives from the airport
- Being unable to take part in a school activity or trip

Your parents are asked to telephone the school by 8.20am on the first day of your absence and ask for a letter on your return to school.

Late arrival to school - If you are late for school and this keeps happening, we will ask to talk to you and your parents. If you arrive late for school you **must** sign in at Student Reception. If you arrive between 8.35 and 8.55am you will be marked late. If you arrive after 8.55am you will be marked **absent**.

Need Help?

- Problems with your school work?
- Are your friends giving you a hard time?
- Are things difficult at school?
- Are things difficult at home?

You may feel that **not** coming to school is the answer. **It is not** – it may even make things worse. **TALK TO SOMEONE** – your form tutor, your Pastoral Manager, another member of staff or your parents. We will do everything we can to help resolve problem.