



**Pedmore
High School**

Aspire, Persevere, Succeed

To all Parents / Carers

The Attendance Team, which consists of your child's Head of Year, Mr Fisher - Leadership Link and Mrs Clewes the Attendance Officer, would like to wish all of our students a warm welcome, whether you are a new student or a returning student.

At Pedmore High School we believe that positive attendance and punctuality is imperative to help students to fulfil their full potential. Therefore, we have listed some bullet points below explaining the Attendance Team's expectations:

Attendance – Excellent attendance is essential to help every student to fulfil their full potential. Our aim is for students by the end of the school year to have an individual attendance percentage of at least 97%. Therefore, we only anticipate students to be absent from school if they are extremely unwell.

If the attendance of a student starts to drop then an Attendance Clinic will be arranged with the Head of Year. Following an Attendance Clinic, letters may be sent home requesting meetings which may require your attendance and/or home visits. In some circumstances Education Support Services may become involved and court proceedings commence.

The reason for absence must be reported to the Attendance Officer by 9.00am on each day that your child is absent. This should be done by calling us on our dedicated attendance line 01384 686751 and leaving a message directly on the Attendance Line, remembering to state your child's name, your relationship to the child and reason for absence. Please note that for illness absences exceeding 4 days then medical evidence is required in order for the Attendance Officer to authorise the absence.

If a student is not in school and is seen by the Truancy Police in a public place then parents/carers could receive an on the spot fine of £80.00. This rule applies when students have been excluded from school, therefore if they are not in school they should remain at home.

Punctuality – always be on time. All students are expected to be in their form rooms by 8.45am ready for registration. If a student is late for school they must sign in at Reception to ensure they get their mark, any student arriving after 9.00am without a valid reason will receive a late mark. It is each student's responsibility to get their own mark. Punctuality - students late will receive a strike on their strike card by SLT 3 strikes will result in an SLT detention Friday for 60 minutes

INVICTUS
Education Trust



INVICTUS
SIXTH FORM

Medical appointments – Where possible please make medical appointments out of school hours. We do understand that on occasions hospital appointment times cannot be chosen, but students are expected to be in school before and after the appointment time. Students should bring proof of the appointment prior to attending the appointment for our records.

Holidays – School does not grant any leave of absence during term time, unless it is deemed an exceptional circumstance. However, if you should decide to remove your child for such an event we still require an Absence Form to be completed for all requests so that we can update our records. If you do choose to take leave during term time the Education Support Services may become involved and you may receive at minimum fine of £60 per child, per parent.

If you have any queries or would like to discuss any aspect of school Attendance, please do not hesitate to call 01384 686711 and ask to speak to Mrs Clewes in Attendance. We all wish your child every success and hope they enjoy their education with Pedmore High School.

Yours sincerely



Mrs J Clewes
Attendance Officer



Mr A Fisher
Assistant Headteacher



Mr G Lloyd
Headteacher