



Founded 1125

Attendance

A Guide for Parents & Students

The key to academic success is

EXCELLENT ATTENDANCE at school.

Why is school attendance so important?

Your son will have access to a safe learning environment

Your son will receive the full-time education to which they are entitled

Your son will achieve success with their learning at school

Your son will have better choices when they leave school

Medical Room Procedures

If a student feels unwell they should visit the medical room. They will be assessed by the Day Matron and then parents will be contacted directly by the school should the student need to be collected.

If a student contacts you directly please contact the school before coming in.

Leave of Absence

For emergency medical/dental appointments or external music exams, please put a note in your son's planner or contact the school direct via the parent portal.

For **ALL** other absences, please complete a leave of absence form which can be found on the school website.

<http://www.reading-school.co.uk/school/weeklybulletin>

Please return the form to the Attendance Officer (Mrs Sudra) via reception or alternatively e-mail direct to jsudra@reading-school.co.uk

Holidays During Term Time

Holidays during Term Time have a detrimental effect on learning. A student who takes a 10 day holiday during an academic year will only attain 94.7% attendance (on the condition that they attend every remaining school day).

If a student is ill, each additional day they are absent from school will reduce their total attendance by 0.5%.

Holidays in term time will affect your child's achievement.

No holidays will be authorised at Reading School and those over 5 days may be subject to a penalty notice by the Education Welfare Service.

Attendance and Punctuality is taken seriously at Reading School. The Education Welfare Officer works closely with the school on all punctuality and attendance concerns.

If a student falls below the 95% attendance or has odd days off from school resulting in failure to complete full school weeks, you will be contacted by the school to discuss how we can work together to raise this.

If no reason for a child's absence has been received after two weeks, this will be marked as an unauthorised absence.

Letters are posted home on occasions to address unauthorised absences and poor punctuality. Persistent lateness is followed up by Head of House/School through detention as well as contact with parents.

If there are any questions/problems please contact your son's Head of House where we will endeavour to support you.

To report an absence please use the parent portal or phone the school on 0118 901 5600 and press 1.

Please follow these procedures for every day of absence.

PLEASE SUPPORT YOUR SON'S EDUCATION BY MAKING SURE THEY ATTEND SCHOOL REGULARLY.