

8 September 2023

Dear Parent/Carer,

Attendance

It has been such a pleasure to welcome back all children from the summer holiday. As we begin our new academic year, I wanted to remind you of some important messages concerning our attendance routines:

- Students must attend school each day and on time.
- If your child arrives after 8.45 am they will be coded late and will receive a detention. Persistent lateness to school may result in the issue of a fixed penalty notice.
- Should your child be too ill to attend school, a message should be sent to absence@theweald.org.uk by 8.30am on the day of absence with the reason fully explained. Alternatively an absence can be reported by calling the school on 01403 787200.
- We kindly ask that all medical appointments which have to be made during the school day are arranged in the afternoon to minimise the amount of school time missed.
- Please provide the school with as much notice as possible regarding any medical appointments.
- All absences for medical appointments should be confirmed with a copy of the appointment card/letter - these should be shared with student reception via absence@theweald.org.uk.
- Other requests for absence should be made in writing using our request for leave of absence form available on request from student reception or your child's head of house with as much advance notice as possible.
- If you are collecting your child for a medical appointment or other authorised reason, please do so in person at the main reception. We cannot allow a student to leave site during the school day without the parent/carer being present to collect, and with advance notice.

The full attendance policy and information regarding fixed penalty notices are available to read on our school website. If you have concerns regarding your child attending school, please contact your child's tutor, head of house or our family liaison officer as quickly as possible. If you have any questions, please do not hesitate to contact me at rbrimacombe@theweald.org.uk

Yours faithfully,



Mr Richard Brimacombe
Assistant Headteacher

