

19 April 2024

Dear Parent/Carer,

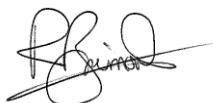
Y7-11 Key Attendance Reminders - April 2024

As we begin our last term of the academic year, I wanted to remind you of some important messages concerning our attendance routines:

- Students must attend school each day and on time.
- Students arriving to school after the first school bell will receive a break time detention if it is not for a genuine unavoidable reason such as problems resulting from transport to school. For persistent lateness, your child's Head of House will be in contact to discuss issues relating to lateness further.
- 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.
- If your child's absence lasts for more than one day, we require daily updates via absence@theweald.org.uk.
- 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.
- Other requests for absence (such as holidays) 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.
- The school can only grant leave for a holiday in exceptional circumstances and will otherwise be recorded as unauthorised absence and will lead to the issue of a fixed penalty notice. Full details are available [here](#) or on our website.
- 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 we require advance notice.
- In the event that your child is absent from school and we have not been informed of the reason, our attendance team may visit your child at home to check their welfare. If it is clear that they are fit to attend school we may contact you to obtain your consent to bring them into school using our minibus.

The full attendance policy is 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,

A handwritten signature in black ink, appearing to read 'R Brimacombe', with a stylized flourish extending from the end.

Mr R Brimacombe
Assistant Headteacher