

Attendance Information for Parents & Carers at Prince Henry's High School

◆ Examples of Authorised and Unauthorised Absence

Authorised

GP, dental, orthodontic, hospital (including CAMHS) or discharge letter, physio, optician (evidence required).

Specific cultural or religious observances

School closure due to unforeseen circumstances

Authorised Absence Under Exceptional Circumstances at Discretion of Head of Year

Funeral (1 day) depending on travelling distance.

Compassionate Leave (1 day) depending on circumstances.

Extra Curricular Activities with permission granted by Headteacher.

College, Careers, Work Experience interviews (evidence required).

External Exams for Music, Dance etc (evidence required).

Unauthorised Absence

Family holiday absence not approved by the Headteacher.

Absence not reported and subsequent reason given

Truancy

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Support Available

- ◆ We have a dedicated pastoral team led by your child's Head of Year who should always be your first point of contact if you have any concerns regarding your child's welfare.
Mrs Thorner - Year 9
Mrs Walker - Year 10
Mr Thompson - Year 11
email: enquiries@princehenrys.worcs.sch.uk
marked for the attention of the respective person. Tel: Phone messages can be left with Mrs Davey Pastoral Secretary Tel: 01386 765588 choosing Option 3.
- ◆ The remit of attendance is overseen by your child's respective Deputy Head of Year and our Attendance Officer who together monitor pupil attendance using an escalation process.
- ◆ We have a team of qualified First Aiders should your child become unwell or injured at school, they will contact you if your child is required to be collected from school. Please **ensure** we always have up to date contact details for our records.
- ◆ A School Nurse is available for drop in or pre-arranged appointments agreed with the Year team.

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The PHHS Attendance Team Comprises of

Deputy Head of Year and Attendance Lead

Year 9 - Mr Pilling

Year 10 - Mr Roleston

Year 11 - Mrs Miles

email: enquiries@princehenrys.worcs.sch.uk
marked for the attention of the respective person

Attendance Officer - Mrs Sue Jennings

Tel: Absence Line - 01386 765588 choosing Option 1

email: sjennings@princehenrys.worcs.sch.uk

Education Welfare Officer - Mrs Julie Haskell

Tel: 01386 765588 asking for Extension 404
email: jhaskell@princehenrys.worcs.sch.uk

Designated Safeguarding Team

Mr Freeman (DSL) - Deputy Headteacher
Mrs Barker (DDSL) - Assistant Headteacher
Mrs Thomas (DDSL) - Assistant Headteacher
Mrs Webb (DDSL) - Head of Sixth Form
email: enquiries@princehenrys.worcs.sch.uk
marked for the attention of the respective person.



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◆ Reporting Absence From School

Absence must be reported before 9.05am **each** day of illness via the absence line 01386 765588, Option 1; this line is automated and available for messages to be left 24 hours a day.

On leaving a message please provide your child's name, tutor group, reason for absence and expected date of return to school.

Should a reason for absence not be received a Text Alert will be sent daily by our Attendance Officer. Should a reason not be received then the absence will remain unauthorised and could lead to involvement from our Education Welfare Officer.

All parental handwritten notes requesting any absence must be signed by both your child's form tutor and member of the Year team to be authorised. This must then be shown to our Student Reception on signing out of school.

Our expected pupil attendance percentage as set by the Headteacher and the Governing Body is 97%. This figure correlates with attainment and success. Excellent attendance helps pupils learn important social skills, a positive work ethic and achieve academic success. All of these are transferrable skills for life after PHHS.

In addition, we actively reward excellent attendance and encourage this with a series of initiatives both given at individual and tutor group level.

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◆ Medical Appointments

Where possible please try and make medical appointments for out of school hours; however, we understand that this isn't always feasible, should this be the case could you please let Mrs Jennings know and email evidence to support the absence for our records.

◆ Medical Evidence

As part of our attendance monitoring processes when your child's overall percentage falls into a certain threshold we will ask that you provide medical evidence to enable us to authorise future absences.

Should such evidence not be received and absences remain unauthorised this will lead to a referral to our Education Welfare Officer.

◆ Examples of Medical Evidence

Appointment card or letter confirming date and time of any appointments. Appointments include Doctors, Dentist, Orthodontist, Hospital (including CAMHS) or discharge letters, Physiotherapy and Opticians.

We understand that GP's are more frequently refusing to see patients with common ailments such as colds and stomach bugs; however should absence patterns show recurrent bouts of the same illnesses, school will ask that you log a call with your GP outlining your concerns and the consequences it is having your child's school attendance.

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◆ Supporting Extra-Curricular Activities

Wherever possible, the school does try to support students' extra-curricular interests where they have an educational value. If a student has been invited to participate in an event during school time, eg sporting competitions, Air/Sea Cadet courses, parents should write to Dr Evans in advance to request the absence, specifying the date(s) and reason. The Headteacher will give consideration to the request and confirm his decision via the student's Head of Year.

◆ Request for Holiday Absence During Term Time

All requests must be put in writing to the Headteacher. You will then receive an absence form to complete and return where a decision will be given. In accordance to current legislation the Headteacher will only grant absence in exceptional circumstances.

Your child's enjoyment of their time with us at PHHS is paramount; therefore we actively encourage communication between home and school and believe early detection of potential problems is key in ensuring your child's positive well being and therefore higher attendance levels.