

## ATTENDANCE INFORMATION FOR PARENTS & CARERS AT PRINCE HENRY'S HIGH SCHOOL

### The PHHS Attendance Team Comprises Of-

- **Deputy Head of Year (DHOY) and Attendance Lead**

|         |   |                         |
|---------|---|-------------------------|
| Year 9  | - | Mr Loader               |
| Year 10 | - | Miss Smedley            |
| Year 11 | - | Mrs Miles & Mr Heafield |

Phone messages can be left for the Deputy Heads of Year with Mrs Bryson, Tel: 01386 765588 choosing Option 1 via email to [dbryson@princehenrys.worcs.sch.uk](mailto:dbryson@princehenrys.worcs.sch.uk) marked for the attention of the relevant staff member.

- **Attendance Officer & Reintegration Support Coordinator (AO) – Mrs Bryson**

Tel: Absence Line - 01386 765588 choosing Option 1

email: [dbryson@princehenrys.worcs.sch.uk](mailto:dbryson@princehenrys.worcs.sch.uk)

- **Education Welfare Officer (EWO) – Mrs Jennings**

Tel: 01386 765588 asking for Extension 224

email: [sjennings@princehenrys.worcs.sch.uk](mailto:sjennings@princehenrys.worcs.sch.uk)

- **Designated Safeguarding Team**

Mr Freeman – Designated Safeguarding Lead and Senior Deputy Headteacher

Mrs Thorner (DDSL) – Deputy Designated Safeguarding Lead and Student Wellbeing Lead

Mrs Webb (DDSL) – Deputy Designated Safeguarding Lead and Director of Sixth Form

Mr Cooper (DDSL) – Deputy Designated Safeguarding Lead and Head of Year 9

Mr Roleston (DDSL) – Deputy Designated Safeguarding Lead, Senior Teacher and Head of Year 10

Mr King (DDSL) – Deputy Designated Safeguarding Lead, Senior Teacher and Head of Year 11

email: [enquiries@princehenrys.worcs.sch.uk](mailto:enquiries@princehenrys.worcs.sch.uk) marked for the attention of the respective person

# PRINCE HENRY'S HIGH SCHOOL

An "Outstanding" Academy for Students aged 13-18

Headteacher: Dr A A L Evans BSc(Hons), PhD



## Reporting Absence from School

Absence must be reported before **9.00am 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.

If a reason for absence is not received, our Attendance Officer will send a Text Alert before 10.00am to adhere to our safeguarding procedures.

**It is a legal requirement under Section 444 of the Education Act 1996 for parents to ensure their child attends school regularly.** If a reason is not provided then the absence will remain unauthorised and could lead to involvement from our Education Welfare Officer (EWO). Should we not receive a reason for absence on consecutive days this will lead to contact by your child's Form Tutor, Deputy Head of Year or a Home Visit by our EWO.

Our expected student attendance percentage as set by the Headteacher and the Governing Body is 95%. This figure correlates with attainment and success. Excellent attendance helps students learn important social skills, a positive work ethic and achieve academic success. All of these are transferrable skills for life after PHHS.

## Medical Appointments

Where possible please make medical appointments for out of school hours; however, we understand that this isn't always possible, should this be the case could you please let Mrs Bryson know and email evidence to support the absence for our records. Could we ask that you put a note in your child's planner and it is signed by the form tutor and a member of the Year Team and shown to Student Reception on signing out.

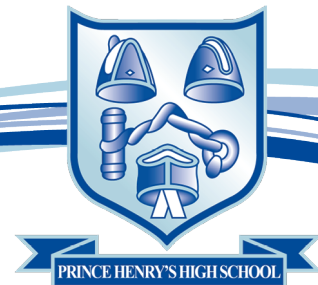
## Medical Evidence

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 now 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.



## **Supporting Extra-Curricular Activities**

Whenever 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, e.g. 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 consider the request and confirm his decision via the student's Head of Year.

## **Request for Holiday Absence During Term Time**

All requests must be in writing to the Headteacher and Head of Year. In accordance to current legislation, the Headteacher will **only** grant absence in exceptional circumstances.

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

## **Examples of Authorised and Authorised Absence**

- 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 For 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

## **Additional Support Available**

We have a dedicated Pastoral Team led by your child's Head of Year who is your first point of contact should you have and concerns regarding your child's welfare. The Heads

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Phone messages can be left for the Heads of Year with Mrs Davey Pastoral Secretary Tel: 01386 765588 choosing Option 3 or staff can be reached via email to [enquiries@princehenrys.worcs.sch.uk](mailto:enquiries@princehenrys.worcs.sch.uk) marked for the attention of the relevant staff member.

Attendance is overseen by your child's respective Deputy Head of Year and our Attendance Officer who together monitor student attendance using an escalation process. The Deputy Heads of Year are Mr Loader (Year 9), Miss Smedley (Year 10), Mrs Miles, and Mr Heafield (Year 11) and our Attendance Officer is Mrs Bryson.

Phone messages can be left for the Deputy Heads of Year with Mrs Bryson Tel: 01386 765588 choosing Option 1 or via email to [dbryson@princehenrys.worcs.sch.uk](mailto:dbryson@princehenrys.worcs.sch.uk) marked for the attention of the relevant staff member.

We have a team of qualified First Aiders should your child become unwell or injured at school who will contact you if your child is required to be collected from school. Please ensure we **always** have up to date information of medical conditions and contact details for emergency purposes.