



Dear Parent/Carer

15th November 2021

Reminder about attendance & punctuality

Whilst we encourage full attendance in school in order to promote academic achievement, we appreciate that absences due to illness and key medical appointments sometimes do occur. I would like to remind you of the school procedure regarding absences.

If your son/daughter is unwell:

All students should aim for 100% for both attendance and punctuality. You can view your child's attendance through Edulink One Portal accessible via App on Android or IOS & also viewable on www.edulinkone.com. You will need to log in with email address & password provided by the school. If you require this, please email enquires@coxgreen.com & a new welcome email will be sent.

If a student is unwell and unable to attend school please report the absence via Edulink under absence reporting. If you are unable to do this via a mobile device or website, you can telephone the school on 01628 629415 and select option 2 for attendance to leave a message. This should be done before 8.00am on each day of absence.

If your son/daughter has a medical appointment:

If your son/daughter has a planned medical appointment, it is expected that students are only out of school for the actual appointment and are therefore able to attend before and/or after the scheduled time. With scheduled appointments, please ensure your child's absence is reported at least 24 hours before to the Attendance Officer with a copy of the appointment card/letter or show the text message. If the appointment is unplanned, then please provide the supporting documentation to the school office at the time of your child's departure from/arrival into school.

If your son/daughter has a university visit:

We encourage all our students to attend university tours and campus visits. In this instance, these visits must be pre-arranged with Miss Langford-Thomas by forwarding the email booking confirmation from the university.

If your son/daughter has a driving test:

We appreciate that it may not always be possible to book driving tests outside of school hours. Absence for driving tests must be pre-arranged with Miss Langford Thomas. It is expected that students are only out of school for the actual test and are therefore able to attend before and/or after the scheduled time. **Please note that driving lessons must not be taken during school time.**

Tutor times:

Year 12 are required in for every tutor time which starts at 08:40, they must be in school before the bell goes at 08:35.

Year 13 only have to be in tutor time if they have a P1 lessons, however they must be in on a Monday tutor time to enable their tutor to see you son/ daughter at least once a week and a Friday tutor time for assembly.

If your son/daughter has a study period:

Year 13 are able to sign in via reception at any point during the day. They can then sign out for home at the PE gate with Miss Langford-Thomas at break 1 and 2 if they do not have any further lessons for the day.

Year 12 can only sign out for home during break 2 at the PE gate with Miss Langford-Thomas, if they do not have any further lessons for the day. All Sixth Formers can leave during break 1 and 2 to go to the local shops.

Thank you for your support with the school's absence procedure and for your continued support in maintaining student attendance.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Rachael Gibbons', written in a cursive style.

Rachael Gibbons
KS5 Achievement Leader