



26th September 2022

Dear Parent/Carer

Reminder about attendance and punctuality

Full attendance and good punctuality are key to achievement in school. We consider them vital to providing equal opportunities for all students, ensuring access to the full curriculum and achieving both academic and social success. 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 or IOS & also viewable on <http://cgss.co/edulink>. You will need to log in with your email address, if you have not set a passport please use the 'Password Reset' option on the Login screen. If you have not provided your email address to the school please email admissions@coxgreen.com who will be able to update your details.

If your son/daughter is unwell:

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. Any unreported absences will result in a text being sent home and if no response is then received within a reasonable timeframe, a call will be made to each contact we hold for your child. If we are still unable to make contact to establish the reason for absence a welfare check will be made to the home address.

Any absence for holidays during term time will not be authorised and may result in a Fixed Penalty Notice unless there are exceptional circumstances. All requests for absences should be made using the Request for Term Time Absence Form available on our website. Requests should be made at least 15 school days prior to the dates requested.

If your son/daughter has a medical appointment:

Parents are asked to book appointments whenever possible outside of normal school hours. Students who need to leave school for a dental/medical appointment must bring a note from a parent before permission can be granted. The note must be shown to the Attendance Officer and students must sign out at the Main Office before they leave school and sign back in on their return. You should provide evidence to support any absence for medical reasons/appointments; this can be given in the form of a signed appointment card, photocopy of a prescription, letter from your doctor or hospital referral letter.

If you have any concerns regarding your child's attendance at school then please speak to your child's Form Tutor.

Yours sincerely

Ms Georgia Cottington
Data & Attendance Officer