



Thursday 13th November 2025

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 via Edulink One. Please use this link to view instructions on how to access Edulink One for the first time [Edulink One Access](#). If you have not provided your email address to the school, please email admissions@coxgreen.com who will be able to update your details.

Punctuality

We issue sanctions for persistent lateness to tutor time in the morning. If your child is more than 15 minutes late over a week, they will be issued a 30 minute reflection, and if they are more than 30 minutes late over a week they will be issued a 60 minute reflection. If there is a genuine reason for lateness which is beyond their control, for example a traffic accident, we will use our professional judgement on whether to issue a reflection.

If your child is unwell:

If your child is unwell and unable to attend school, please report the absence via Edulink One under absence reporting. Alternatively, you can telephone the school on 01628 629415 and select option 2 for attendance to leave a message. This should be done before 8 am 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 a Fixed Penalty Notice will be issued unless there are exceptional circumstances. All requests for absences should be made using the Request for Term Time Absence Form available on our website, [Request for Term Time Absence](#). Requests should be made at least 15 school days prior to the dates requested.

If your child 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 Reception 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.

Understanding your child's attendance:

We are now recording when students do not arrive to lessons on time by using a 'missing-not truanting' alert. This is logged as a behaviour incident to allow us to locate the students as often they are in a planned intervention or activity. Where you see this in their behaviour logs it is because they have failed to arrive to the lesson within the

first 10 minutes. If we are unable to locate them, parents will be contacted when we have checked all possible locations.

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

Yours sincerely

A handwritten signature in black ink that reads "Gcottington". The signature is written in a cursive, slightly informal style.

Ms Georgia Cottington
Data and Attendance Officer