



Thursday 13th November 2025

Dear Parent/Carer

Reminder about Attendance and 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.

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 your son/daughter is unwell:

If your son/daughter 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.

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 the absence is reported at least 24 hours before to the Attendance Officer. Please provide a copy of the appointment card/letter/text message. Alternatively, these documents can be uploaded onto Edulink One. If the appointment is unplanned, then please provide the supporting documentation to Reception at the time of your child's departure from/arrival to 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 Mrs Smith by forwarding the email booking confirmation from the university to k.smith@coxgreen.com

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 Mrs Smith by email k.smith@coxgreen.com. 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:

Monday – both Year 12 and 13 are required to sign in by 8.30 am and attend assembly.

Tuesday – sign in by 8.55 am (private study available in Sixth Form block from 8.30 am).

Wednesday – Year 12 to sign in by 8.30 am to complete university/apprenticeship/careers sessions; Year 13 to be on site by 8.55 am.

Thursday – Year 13 to sign in by 8.30 am to complete university/apprenticeship/careers sessions; Year 12 to be on site by 8.55 am.

Friday – both Year 12 and 13 required to sign in by 8.30 am for 'society day'.

If your son/daughter has a Period 5 study period:

Year 13 can sign out via Mrs Smith/Reception from 12.30 pm onwards if they have a study period for periods 4 and 5. Year 12 can sign out from break 2 onwards if they have a study period for period 5.

All Sixth Formers can leave school site during breaks 1 and 2 to go to the local shops unless they are late to school. Students who sign out at breaktimes are expected to be back in school by 11.25 am and 1.55 pm respectively.

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 read 'Joe Burrows', with a long horizontal flourish extending to the right.

Mr Joe Burrows
Associate Senior Leader for Sixth Form