



Parkside Middle School Attendance information for parents and carers

Section 7 of the Education Act 1996 states that “The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to his/her age, ability and aptitude and to any special educational needs he/her may have, either by regular attendance at school or otherwise”.

Illness

If your child is unable to attend school, it is essential that you notify us **before 09:00am.**

- Leave a message on our answer phone, complete an absence form on our website or email the absence mailbox - absence@parkside.worcs.sch.uk
- Please tell us the full name and class of your child and why your child will be absent - stating your child is “ill” is not sufficient.
- It is expected that you contact school **every day** your child is unable to attend.
- If your child has vomited, or has diarrhoea, they must not return to school until **48 hours** has passed from the last episode.

Medical appointments

Please notify the school office, and supply evidence, regarding any dates that may impact on attendance. We would ask that wherever possible all appointments are arranged outside of school hours.

- It is required that you bring the appointment letter to the office or send a copy via email to the absence mailbox, absence@parkside.worcs.sch.uk. Documented evidence of an appointment will ensure your child’s attendance is marked as ‘medical’.
- In the event of an appointment with your General Practitioner, or with a Dentist, we prefer that appointments are made out of school hours. If this is not possible, and your child has to miss part of a school day, you will need to notify us, stating if your child will be arriving at school late, or leaving early.
- Unless exceptional circumstances, we would expect siblings to be in school as usual

Absence in term time

All absence in term-time will be unauthorised unless there are exceptional circumstances. If you need to remove your child from school during term time – it is essential that an



application form - 'Request for absence during term time' is obtained from the school office or website and completed.

- This should be done with as much notice as possible.
- The application must explain the 'exceptional circumstance' for the request.
- All Parents/carers must sign the absence request (including those parents who are separated).
- Parents/carers will be notified of the decision either in writing or via the telephone
- If the request is unauthorised, and still taken, the child's mark will reflect 'unauthorised absence' and may incur a fine imposed by Worcestershire County Council.

Important: Where a child is absent for three days without reason, a home visit will be undertaken by the school attendance officer. After 10 days absence without reason, your child will be classed as "missing from education" and a referral will be made to the Local Authority.

If there are concerns regarding a child's overall attendance, parents/carers will be invited into school to discuss the matter, with the objective to offer support and improve attendance.

Collecting children before the end of the school day

If there is an exceptional circumstance making it necessary for you to collect your child early, before 3:15pm, please note the points below:

- We will require you to contact the school office prior to collecting either by telephone or email.
- The attendance mark that your child will be given, will be decided by the Head, after reviewing the circumstances.
- PLEASE NOTE: Arriving without notice and requesting to take a child out of their lesson can be very disruptive to other pupils learning, we therefore request you support us with this matter and give careful consideration before collecting your child early.

Thank you for your understanding and support with this matter.