

Attendance

At Egerton High School we believe that regular school attendance is vital to enabling students to achieve their full potential academically and personally. We work with students and their families to ensure attendance is as high as possible. Any concerns you have or support you need related to absence, attendance or punctuality, please contact the Attendance Officer through the school office.

Absence Procedure

Please ensure you contact the school by 9.00am on the first day of absence if your child is unable to attend. This should be done by telephoning **0161 749 7094**, and speaking to reception. Absence must be reported each day.

Any absence that is unreported will lead to calls/texts to establish why and visits from the school or other agencies may take place to check on welfare.

The attendance officer does daily visits to a number of students both unannounced and pre planned, if you would like to arrange a visit to support your child please ring school reception.

If you know of any planned absence, such as hospital appointments, please give as much notice as possible. We would expect all dental and non-urgent doctor appointments being made out of school hours, where possible.

Holiday Requests

We ask that you do not take your child out of school during term time for holidays.

Any requests for term time absences due to holidays or special circumstances must be sent in to the Headteacher.

The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time. If you decide to take your child out of school during term time for the purpose of a holiday, then this will be classified as an unauthorised absence and reported to the local authority who may choose to issue a penalty notice.

Late Arrival

Students must arrive promptly. Form starts at 8.45am, students arriving after this time will be marked as present but arriving late on their registration certificate. If a student doesn't arrive within an hour of school starting they will not receive a mark for the morning session.

Legal Sanctions

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered student at a school

and is of compulsory school age, then they are guilty of an offence. Irregular attendance is defined as 10 unauthorized missed sessions in a school year.

Where there fails to be an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court.