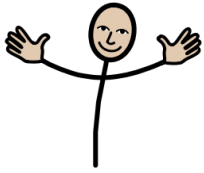


School Attendance



We hope your child enjoys attending Linwood School, on whichever campus they attend. As a school we promote excellent attendance to ensure that all of the students in our care achieve their best outcomes.

We understand that there are times when attendance may not be possible and this information leaflet aims to support parents/carers to take appropriate action to support regular attendance at school.

How to contact the school if your child is unable to attend:

The reception should be informed as soon as you are aware your child will not be attending school.

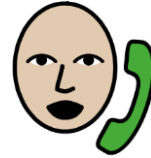
Linwood Reception
01202 525107

Springwood Reception
01202 592410

Summerwood Reception
01202 447970

Woodford Reception
01202 592415

CHI
Due to the nature of this campus, please contact Sharon Jenkin or Bargates on the numbers you have been given.



When should I contact the school to say my child will be absent?

Please contact the school as soon as possible on the first day of absence. If we receive no notification of absence the school office will contact the parents/carers to ascertain a reason.



What should I do if my child has a medical appointment or a planned absence?

We ask that, where possible, appointments are made outside of school hours. We understand that this is not always possible. Please contact the school to inform us in advance of a planned absence e.g. hospital appointments.

Please also inform the campus if there is a change required to transport on this day so that this can be shared with your child's class team and any supporting staff.



What should I do if my child is late to school?

Please go to the campus reception and explain the reason for being late. Please note that arriving late after registration has closed will result in an unauthorised absence for that session.

School Attendance

What absence will be authorised?



- Illness (physical or mental e.g. severe anxiety)
- Dental/Medical appointment
- Death of a near relative
- Religious observance (faith of parents/carers)

Your child can attend school with minor illnesses such as toothache, headache, stomach ache, cold, sore throat. Over the counter medicines can be taken before school.

Your child should be off for 48 hours after the last bout of illness if they have diarrhoea or vomiting (unless this is related to a known medical condition or is a result of a side effect of medication).



Unauthorised Absence

- Parent/Carers or sibling illness
- A birthday treat
- Oversleeping due to a late night
- Looking after other children
- Home maintenance appointments etc.

What about holidays in term time?

Holidays should not be taken in term time. Family holidays should be taken during school holiday periods.

Requests for leave due to exceptional circumstances preventing the period of leave being taken during school holidays must be made in writing to the Executive Headteacher, Gemma Talbot, via the email address: leaverequest@linwood.bournemouth.sch.uk

Fines of £120 per parent/carer (reduced to £60 if paid within 21 days) may be issued where unauthorised leave has been taken during term time. If you don't pay the fine after 28 days you may be prosecuted for your child's absence from school.

If you would like further information about attendance at Linwood School, the following policies will have more details:

- Attendance policy
- Alternative Provision Policy
- Safeguarding Policy
- Medicines in School policy

Most policies can be found on the school's website. If it is not there, please contact the campus reception office and they will be able to email a copy to you.

What do I do if my child has a mental health condition which impacts their attendance?



Please follow the same process as you would for a physical illness. The school will work with you to support your child to attend school regularly.

Persistent absence

Under 90% attendance is considered as persistent absence. Being absent for 10% of the year means that a child misses 0.5 days per week, which is 4 weeks of education in 1 school year. Throughout a child's entire education, this would mean that they would miss one whole school year of education.

Attendance below 90% is monitored by the Designated Safeguarding Leads (DSLs) regularly and any concerns regarding attendance will be discussed with parents/carers.

