

Swanwick School and Sports College
Hayes Lane, Swanwick
Alfreton, Derbyshire DE55 1AR
Tel 01773 602198



Email: info@swanwicksportscollege.derbyshire.sch.uk
Web www.swanwicksportscollege.co.uk

12th January 2024

Dear Parent/Carer

Attendance

The Department for Education continues to prioritise high levels of pupil attendance and has asked all schools to monitor and challenge pupil absence as much as possible. At SSSC we agree that a high level of pupil attendance is crucial to ensure each and every child makes as much progress as possible. We would therefore appreciate your support by following the procedures set out below in case of pupil illness.

Reporting a Pupil Absence

As you are all aware Parents/Carers are required, by law, to make sure that their children attend school regularly and punctually.

To report a pupil as absent from school in cases where they are too ill to attend, please phone 01773 602198 (option 1) or email absence@swanwicksportscollege.derbyshire.sch.uk by 9am to provide a reason for non-attendance. Each subsequent day of absence will be treated the same as the first day of absence so we would be grateful if you could continue to make the school aware of continued absence by 9am each day to allow us to meet our safeguarding responsibilities.

Lateness

All pupils are required to be in school from 8:50am. If a pupil arrives after the register has closed (9.15am) they are marked as 'Late'. A pupil who arrives after 9.30 a.m. will be marked as an unauthorised absence if no reason has been provided. Parents/carers must phone the school on 01773 602198 as soon as possible to report a child as late attending.

If lateness is due to transport issues please report these issues to Specialised Transport on 01629 536726 or by email SpecialisedTransport.Services@derbyshire.gov.uk

Medical or Dental Appointments

Unless advanced authorisation has been given for medical appointments, they will be classed as an unauthorised absence.

We encourage parents to make medical appointments outside of school hours. Where this is not possible, pupils should be out of the school for the minimum amount of time necessary. We would appreciate Parents/carers contacting the school office to provide proof of the appointment at least 24 hours before any medical appointments to request authorisation.

Term-Time Leave

A leave of absence request form must be completed in these instances. Please note that the Education (Pupil Registration) (England) (Amendment) Regulations 2013 state that Headteacher's should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances.

The form can be found on the school website in the Parent/Carer Zone in the 'Student Absence Procedures' section. Once completed it must be returned, in advance, to the school office.

Thank you very much for your continued support.

Yours sincerely

Headteachers: C Greenhough & D England

