

As you have probably gathered by now, communication and information is the key.

Please feel free to come into Student Centre and discuss any problems regarding attendance and welfare, we will endeavour to help and support you and your child whilst at The Buckingham School.

If you keep us informed via the student planner, email or by telephone we can work together to support our students, your child, to achieve the potential they are capable of.

Remember Only the Head Teacher can authorise an absence; absences can no longer be authorised without supporting evidence that your child was unable to attend.

Lost Property

As you can imagine, the lost property situation can be challenging and frustrating for the parent, student and Student Centre.

Please, please ensure that **ALL** your child's uniform and PE kit is named. If it is named we will return it to the student if it turns up in Student Centre. Any unnamed items of clothing will be put in the tubs outside student centre, students and parents are free to come and "rummage"!! Every half term these tubs will be cleared to the Charity shops. Any unnamed uniform will be recycled. If you would like to buy recycled good quality uniform, please contact Main Reception on 01280 812206.

Contacts:

Mr M Wardle, Deputy Headteacher,
01280 812206 ext:251
mwardle@buckinghamschool.org

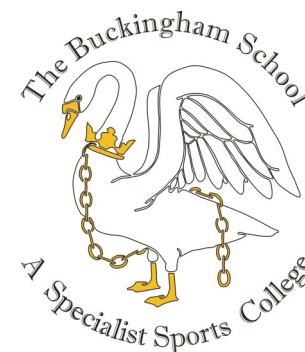
Mrs J Goodger, Director of Attendance & Welfare
01280 818684
jgoodger@buckinghamschool.org

Mrs M Whitbread, Attendance Manager
01280 818923
mwhitbread@buckinghamschool.org

Miss P Matthews, Pastoral Support Officer
01280 812206 ext:256
pmatthews@buckinghamschool.org

The Buckingham School

A Specialist Sports College



Student Centre for Attendance
and Welfare

Attendance Information and
Guidelines

Attendance = Attainment



Student Centre for Attendance and Welfare

The Student Centre is manned daily during school days from 8am - 16:00.

It is situated facing London Road adjacent to the lay-by, it has its own security entrance/exit for students. Students leaving the site or arriving late must sign in/out at Student Centre NOT Main Reception.

Please feel free to come and see us at anytime, we do not teach so most days/times we are available to help you, the parent, and of course our students.

What do I do if my child is sick?

If your child is poorly you must ring or email the school absence line (01280 812206 ext:232 or mwhitbread@buckinghamschool.org), preferably before 9:30 and inform us.

Most of the time we endeavour to answer the telephone, but as you can imagine, our office is particularly busy every morning, dealing with visiting parents etc., so please leave a message on the answer machine.

On returning to school after the illness, please put a note in your child's planner to present to Student Centre, this will go on their file.

What if my child has an appointment?

If you make an appointment on the morning, please contact the school to inform us that the student will be late. If they return to school during the day, the student must have a note in their planner to show at Student Centre when signing in.

If you know of an appointment in advance, please inform Student Centre as soon as possible. The registers will be updated immediately and this will stop a text message being sent out. When the student returns, a note must be in their student planner to present at Student Centre.

If your child has ongoing appointments, orthodontist, physio etc., please inform Student Centre with as much information in advance as you can. We will always photocopy appointment letters.

If your child has an appointment during the school day and needs to leave school, they must have a note in their planner. The note must be shown to the subject teacher so that they can be authorised to leave the lesson and then at Student Centre where a parent should be waiting to collect them after signing out. Text messages are not acceptable.

Can I take my child out of school for a holiday?

Reviewed Government Legislation clearly states that students should not miss school unnecessarily and students should not be taken out of school during term time. Since September 2014, the Local Education Authority have brought in Penalty Notices.

The fine is £60 (per parent/carer, per child) if paid within 21 days of receipt of notice; rising to £120 (per parent/carer, per child) if paid after 21 days but before 28 days. In line with these guidelines, the school cannot authorise any holidays taken during term time.

The fine will be issued by the LEA.

What if my child is late to school?

Attendance, together with punctuality, is highly valued by employers, who will want to know that their workforce is reliable. Full attendance and punctuality is a quality that we aim to encourage in our students.

We understand that, on the odd occasion, a student will be late to school due to circumstances beyond their control.

A lunchtime detention will be set for the same day every time they are late.

What if my child is sick during the school day?

Here at The Buckingham School we have a fully qualified First Aid team. If your child has any continual medical issues please contact Mrs Sally Barnes who will complete a Health Care Plan.

If your child feels sick whilst in school your child must report to Student Centre, it is **not acceptable** for your child to contact you themselves, this is a Health and Safety issue. The team will contact the parent to discuss the situation and it is the team who decides if the student needs to go home.

Days off school add up to lost learning

| 175 NON SCHOOL DAYS A YEAR 175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments | | | | | |
|---|--|--|---|--|--|
| 190 DAYS FOR YOUR CHILD'S EDUCATION EACH YEAR | 10 days absence 180 DAYS OF EDUCATION | 19 days absence 171 DAYS OF EDUCATION | 29 days absence A term missed 161 DAYS OF EDUCATION | 38 days absence 152 DAYS OF EDUCATION | 47 days absence 143 DAYS OF EDUCATION |
| 100% | 95% | 90% | 85% | 80% | 75% |
| Good Best chance of success. Gets your child off to a flying start | | Worrying Less chance of success. Makes it harder to make progress | | Serious Concern Not fair on your child. Court action! | |