

## RIGHT ON TIME

Students must make sure they arrive on time for school and every lesson throughout the day

## GET INTO GOOD HABITS

Young people form habits very quickly. Please encourage the habit of regular and punctual attendance. Excellent attendance and timekeeping will enable students to reach their full potential.

## TRAVELLING

Travelling can sometimes cause your child to be late to school. If your child is persistently late to school because of public transport, we ask that you encourage your child to catch an earlier bus; school is open from 8 am every day with supervised areas (Learning Resource Centre, Main Hall Breakfast Club).

## HOLIDAYS/ABSENCES

Government guidance states that schools should only authorise an absence if there are exceptional circumstances. For your information the Department for Education guidance says:

*“Headteachers have the discretion to grant leave, but they should **only do so in exceptional circumstances**. If a Headteachers grants a leave request, it will be for them to determine the length of time that the child can be away from school. **This leave is unlikely, however, to be granted for the purposes of a family holiday.**”*

Parents are requested to avoid booking holidays during term time. If a request for an absence is made, parents must explain (in writing) what these circumstances are.

## TOP MARKS

The school is required by law to record the attendance of every student. Attendance and absent rates are sent out to parents as part of school reports. Our attendance target is 95% and most students achieve or better this figure.

## FIRST DAY OF ABSENCE

Regular attendance at school is the responsibility of parents. If your child is too ill to attend school then **it is vital that the school is alerted on the first day that they are absent**. You can contact the school by telephone or email or leave a message on the answer machine number below, preferably first thing in the morning. If we are not contacted then it is assumed that your child is absent without your permission i.e. truanting.

We will endeavour to contact parents on the first day of absence, however, it would be helpful if you could let us know of any absence as soon as possible. If you have not contacted school on each day of your child's absence, when they return to school you must send in a written note explaining the absence for school records.

Unauthorised absence can put your child at risks that are beyond the control of the school or you as parents. We work closely with the LEA, EWO and Children and Young People's Services and, when appropriate, the Police and Police Community Support Officer (PCSO) to try and ensure that students are not put at risk in this way.

**School Absence Telephone Number: 01422 328926**

**E-mail: [absence@bbs.calderdale.sch.uk](mailto:absence@bbs.calderdale.sch.uk)**

## APPOINTMENTS

If your child arrives late due to a medical or dental appointment, you must provide school with an appointment card or note.

## LET US HELP

Sometimes young people get worried about going to school. This may be for various reasons, such as they are struggling with a subject or they are being bullied. If you are worried about your child and their attendance then do not hesitate to contact the school.

Your child's Head of Year should be your first point of contact.

**Year 7: Mr D White**  
**Year 8: Mr N Verdeyen**  
**Year 9: Mr A Briggs**  
**Year 10: Mr A Smith**  
**Year 11: Mrs C Bassinder**

You can also talk with **Mrs C Leonard** our Attendance/Welfare Officer or **Mr D Ball**, Assistant Headteacher.

The Brooksbank School  
Victoria Road  
Elland  
West Yorkshire HX5 0QG

Tel: 01422 374791

**E-mail: [absence@bbs.calderdale.sch.uk](mailto:absence@bbs.calderdale.sch.uk)**

**Education Welfare Officer: 01422 266125**

## Attendance and Punctuality Matters

### Parents' Checklist:

- Contact school on the **first day** of your child's absence using the school telephone numbers or email address.
- Ensure that your telephone/mobile numbers are up to date.
- Encourage your child to aim for 100% attendance each week.
- Encourage your child to be on time each day and for every lesson.
- Avoid booking holidays during school term time.
- Try to arrange routine appointments out of school hours.
- Be firm with your child about his/her attendance – if your child is ill in school we will always contact you if it is deemed necessary.
- **Inform your child that they must not leave school without permission from a member of staff.** Someone from school will contact parents prior to your child going home.
- Tell your child that they must always sign out **at Reception** for health and safety reasons.
- If problems persist then do not hesitate to contact school to discuss them.

## Students' Checklist

- To attend regularly and on time
- To arrive fully prepared for the day (wearing uniform, equipment, bag, planner, homework etc)
- To report to Reception if you arrive after 9.20am
- To inform your form teacher of any known problem that will prevent you from attending school at any future time.
- To sign out at Reception if you have official permission to do so.

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Victoria Road  
Elland  
West Yorkshire HX5 0QG

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Absence number: 01422 328926

Email: [absence@bbs.calderdale.sch.uk](mailto:absence@bbs.calderdale.sch.uk)



## Attendance & Punctuality Matters



### IMPORTANT INFORMATION

Aspire & Achieve