

March 2023



CRESTWOOD
COMMUNITY SCHOOL

Dear Parents/Carers

Absence and Punctuality

We are writing to remind parents of the absence procedures that need to be followed and the importance of punctuality to school and lessons.

As I am sure you will appreciate, it is important that students arrive on time at the start of the school day. Students should arrive before the bell for registration at 8.30am. Arrival after the close of registration at 9.00am, will be marked as unauthorised absence and coded U in line with Hampshire County Council and Department of Education guidance. This mark shows students to be on site, but is legally recorded as an absence. Arrival during registration, between 8.30am and 9.00am, will be marked as a late.

We are also monitoring students who are late for individual lessons and late getting to period 3 after lunch. The start of school and individual lessons is really important as it is when students are given instructions for the lesson. If your child is late, they can miss valuable time with their class teacher or tutor. This can cause disruption for other students.

We are now contacting parents weekly with details of how many minutes late their child has been to school each week. We will also be contacting parents weekly if their child is late to lessons throughout the week. Lunchtime detentions will be issued to those pupils that are late on a daily basis and further appropriate sanctions will be imposed for non-attendance.

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers may be invited to attend the school and discuss the issue and how the school can support them.

If your child is going to be absent from school:

- Parents must make contact with the school on the first day of absence and **ALL** subsequent days of absence
- Please contact the school by **9.00am** each day the child is absent. For any absence that we do not receive a reason for, the absence will be **unauthorised**

To report an absence:

- Via Class Charts parent app, click on child's name and select 'report absence'
This is often the best way as we can confirm your message has been received and you will receive an acknowledgement
- Send a text message to 01208 455002 (please note this number does not accept phone calls)
- Email sc8504191a@schoolcomms.com (only to be used for absence reporting and only if we have your email address registered on our system)

Crestwood Community School

Shakespeare Campus, Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ | Cherbourg Campus, Cherbourg Road, Eastleigh, Hampshire, SO50 5EL

Email: adminoffice@crestwood.hants.sch.uk Tel: **023 8064 1232** Web: www.crestwood.hants.sch.uk



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A message left anywhere else e.g. with their tutor, could mean that you may receive a truancy message from us. Please use one of the above 3 options to report the absence.

We are texting and emailing a large number of parents daily, as their child's absence has not been reported and it is important that we know where these children are.

Medical, Dental and Incidental Appointments

- Wherever possible please make all appointments outside of school hours
- If an appointment is made during the school day, your child should come to school first and then return after their appointment
- We cannot let a child leave school for an appointment unless we have consent from a parent/carer prior to them leaving
- Please ensure we have any evidence of any appointments i.e. an appointment card, letter or a signed note from a parent/carer

Please request time off for an appointment at least 48 hours in advance by filling out the form below and returning it to school via either reception, or your child's tutor.

<https://www.crestwood.hants.sch.uk/assets/Documents/Attachments/Student-Request-for-Absence-Form-for-Appointments.pdf>

We will not accept forms with a typed signature. We know there will be times when an appointment is made last minute and we appreciate this sometimes cannot be avoided. If this does occur, please email our attendance team on the email address below and let them know. If you have any queries about attendance or time off for appointments, please contact attendance@crestwood.hants.sch.uk

Requesting Holiday

To request an absence during term time for your child, such as family weddings, funerals, etc. please complete the form below. Please note these forms require the Head Teacher's authorisation. It is not acceptable to complete the form the day before, as we need sufficient notice that your child will be absent from school.

<https://www.crestwood.hants.sch.uk/assets/Documents/Attachments/Leave-of-Absence-form.pdf>

If you have any questions, please do not hesitate to contact the attendance team on attendance@crestwood.hants.sch.uk

Yours sincerely

Krista Dawkins
Headteacher

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