

## Attendance matters, every student, every day, every lesson

### First day of absence – quick handy guide for parents

We understand the realities of family life and if your child is unwell and you need to contact the school quickly – finding this information in a hurry could be the last straw!

Letting the school know an absence or will be late by leaving a message on the telephone – dedicated answer machine line – available 24 hours a day	01582 870912
OR	OR
Letting the school know an absence or will be late by speaking to a person	01582 870900 Option 1
OR	OR
Letting the school know an absence or will be late by sending an email	attendance@stospleyhighschool.co.uk
Your child should aim to be in school before 8.30am – this will allow your child to go to their locker if they need to before the bell goes for registration which is in Lesson 1	8.30am
First bell – go straight to morning registration in Lesson 1 If your child arrives after this, Mr Willits will be on 'late gate' and your child will be marked as Late – code L together with the number of minutes they are late when they registered by the teacher in Lesson 1.	8.40am
Registers close – report to front office to register – will be marked as an L code. A U code for unauthorised late will be added after 10am – unless the lateness was notified to the school in advance or is accompanied by a note	Registration closes at 9am
<b>If child is not registered and we have not heard with answer machine, telephone or email then the school will text or contact the given number – this is a safeguarding requirement.</b>	
<b>AND</b>	
<b>If there is no response from the parent to this first day contact by text or phone then the school will make a home visit - this is a safeguarding requirement.</b>	
<b>AND</b>	
<b>If there is no response at home from the home visit the school will leave a calling card and text to say a visit has been made and there has been no response – this is a safeguarding requirement, and these visits will be repeated until contact is made.</b>	

Your child will have all information given to them regarding their timetable from their form tutor. Please let the office know using the contact details above so that we can correctly code your child's absence. **Without any contact we will O code your child's register: Unauthorised absence.**