



FREQUENTLY ASKED QUESTIONS

WHAT DO I DO IF MY CHILD IS UNWELL?

It is of vital importance that any absence is reported to the school as soon as possible so that your child can be accounted for. This can be done by:

- Contacting the Attendance Office on 01372 468068 ext 249
- Email attendance@esherhigh.surrey.sch.uk

All absences must be reported on a daily basis. If your child is frequently unwell or is absent from school for more than 3 consecutive days, we are permitted to ask for medical evidence to validate the absence. This can be done with an appointment card, copy of prescription, prescribed medicine label or with a GP note.

WILL I BE MADE AWARE IF MY CHILD'S ATTENDANCE IS LOW?

We are unable to authorise any absence if your child's attendance falls below 90%. This means that they will be monitored by the Attendance Team and you may be required to attend meetings to discuss any problems until school attendance improves. Medical evidence will be requested where the absence is as a result of illness.

Explanations such as birthdays, minding the house or family members and shopping trips within school hours are not acceptable reasons for absence.

To understand how Attendance Levels can impact your child's attainment, please download the Attendance Impact Report 2016 from this page.

WHAT DO I DO IF MY CHILD NEEDS TO ATTEND AN APPOINTMENT?

When possible, medical/dental appointments etc. should be booked in advance and outside of school time. Students needing to leave school to go to an appointment should bring in a note from their parent, an appointment card or letter and sign out from Student Services.

Students feeling unwell should obtain a note from their teacher and go to Student Services. Under no circumstances should students contact home to be collected from school. Parents should ensure that the school is notified of any changes to contact details.

WHAT SHOULD MY CHILD DO IF THEY ARE LATE?

School starts at 8.45am and registers are taken in tutor groups. Students who arrive after registration (9.05am) **MUST** go straight to Student Services to ensure that they are signed in.

Esher High School has a zero tolerance on lateness. Any student who arrives late to school without a valid reason will be issued with a late detention.

CAN I REQUEST THAT MY CHILD IS ABSENT DURING TERM TIME?

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 which becomes law on 1st September 2013 state that Head Teachers **may not** grant any leave of absence during term time unless there are exceptional circumstances.

From September 2013, if you decide to take your child out of school without approval for **five days or more** during term time you will be liable to receive a Penalty Notice issued by Surrey County Council for failing to ensure regular school attendance.

Please be aware that **each** parent is liable to receive a Penalty Notices for **each** child who incurs unauthorised absence. The Penalty Notice is currently £60 **per parent, per child** if paid within 21 days and £120 if paid after 21 days, but within 28 days. Failure to pay the Penalty Notice may result in you being served with a summons to appear at the Magistrates Court.

Should your child need to be absent due to any exceptional circumstances, an absence request form should be completed and handed to Student Services as soon as possible. Forms can be downloaded from the school website or collected from Student Services.