



Attendance

If your child is absent, we must be told the reason why on the **first day of absence and each subsequent day**. Please contact the school's Attendance Officer before 9:00am on 01977 687930.

Also, on your child's return to school, please ensure that you confirm the reason for their absence by sending an absence note or write in their planner.

All absences are followed up promptly by Head of Year and the Attendance Officer. If an absence remains unexplained for more than one week after your child's return, then the absence will be coded as **unauthorised**. This will remain on your child's records. This will also trigger a visit by the school's Family Liaison Officer who will work with family to improve attendance.

UNAUTHORISED absences are followed up by a telephone call, text, letter home or by a home visit.

Appointments

When making appointments, please make them after school hours or during the holidays.

If an appointment during school hours is unavoidable, for example, going to the hospital, your child **MUST** show the appointment card to their Head of Year **BEFORE** the absence. Children should attend school **BEFORE** and **AFTER** the appointment where possible. Please keep time away from lessons to a minimum.



Holidays

Sherburn High School has a **zero tolerance** policy on holidays during term time as they seriously disrupt your child's education and qualifications.

Please read the STAR Mat [Guide for Parents and Carers](#) and the STAR Mat [Holidays in Term Time Policy](#).

Punctuality

- School is open to everyone from 8:00 a.m.
- Arriving to school on time is important. Students need to be in their form room before 8:35 a.m.
- Students who arrive after the register will receive a LATE mark.
- Students who arrive very late will receive an UNAUTHORISED ABSENCE mark unless a letter giving a valid reason is received from their parent/carer.
- All Students who arrive after 9:00 a.m. will be signed in by a member of the Student Reception. This will be recorded on their register.

If there is a problem causing your child to be late, please contact us to discuss the matter further.