



SUMMERFIELD EDUCATION CENTRE

CREATING FIELDS OF OPPORTUNITY AND SUPPORTING SECOND CHANCES

Headteacher: **Mrs T Whitehouse** Deputy: **Mrs J Duffy**

Assistant Headteacher: **Mr J Bowater**

(Located on Bosworth Wood Centre Site) Auckland Drive,
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Dear Parents/Carers

Attendance and Punctuality

At Summerfield Education Centre, we take attendance and punctuality very seriously, and therefore we would like to remind you of our expectations when your son or daughter is absent from school or you wish to apply for leave of absence in term time.

Absence Procedure

If your child is ill and unable to attend school, please telephone the reception office **0121 779 8090** or text the Attendance Phone **07919 398363**. Please notify us of any infectious or contagious illness that is present in the household of a student.

Punctuality

Arriving late to school and to lessons is very disruptive for the teacher and other students. It also means that students themselves miss important input from teachers. Morning registration is at **9am**. Please ensure your child is at school for **845am** - we have a breakfast club available on arrival. This will ensure your child is ready for their first lesson at 9am.

Daily Absence Check

At the start of each day, the registers will be checked and if a student is absent and we have not heard from you, a phone call will be made to ascertain the reason for the absence. If we are unable to contact you by telephone, a text message will be sent. All contact numbers that have been provided will be tried. **Please ensure, we have updated contact numbers for all emergency contacts for your child.**

Illness

If your child has no temperature, but has a cough, cold, headache or earache then medical advice is to give them paracetamol and send them to school.

If you are unsure, send your child to school and let a member of staff know your concerns. We will contact you if we think they are not well enough to stay in school.

When deciding whether or not your child is too ill to attend school ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home and consult your GP as appropriate
- Does your child have a contagious condition that could be passed on to other children or school staff? If so, keep your child at home.

Summerfield Education Centre are unable to offer children medication unless provided by parents/guardians. If you wish to send in a box of paracetamol or ibuprofen, please hand these in to reception, where they will be labelled with your child's name, and locked away in the medical room.

Leave of Absence

Medical

Parents/Carers are asked to make medical appointments outside of the school hours where possible (including GP/Dentist). If you are unable to do this, a letter or appointment slip must be provided and be presented on leaving the premises when signing out for the appointment, or alternatively please text a photo to the Attendance Phone **07919 398363**, to enable us to authorise your child's absence. Students must be collected by a Parent/Carer to attend this appointment, unless we have permission by a letter, text or phone call to the office.

Religious Observance

A leave of absence form should be completed, and returned to school, prior to the leave taking place. This is to enable us to know where your child is, and we will not need to disturb your day.

Persistent Absence

Summerfield Education Centre reviews student attendance on a regular basis. If a Student's attendance becomes a cause for concern, then attendance interventions will be instigated. The Attendance and Welfare Officer from Central School Attendance and Welfare Service Ltd offers support and guidance to Parent/Guardian and the student. If interventions fail, and attendance does not improve, we may have to refer the case to the Local Authority Education Department for them to consider legal action.

Unauthorised Absences

Summerfield Education Centre does not consider the following absences to be reasonable:

Forgetting school term dates, oversleeping, day trips/family outings, problems with uniform/clothing, birthday and holidays, headlice, minor ailments.

Absences due to Family Holidays and Events

Schools are unable to authorise a leave of absence; leave can be requested only in exceptional and unavoidable circumstances, which has been documented by the Department for Education. The School Attendance Policy has been updated in line with the latest guidance from Solihull Local Authority. If leave is requested for exceptional circumstances an absence request form can be obtained from the school office.

Thank you for your continued support.

Yours sincerely

T.E. Whitehouse

Mrs T Whitehouse – Headteacher
Summerfield Education Centre