



## Attendance Information for Parents/Guardians

At Trust-Education Group Ltd., we believe good attendance is key to your child's success and well-being. Regular school attendance ensures they make the most of their education and are fully supported in their learning.

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### What to Do if Your Child is Absent

- **Contact Us on the First Day of Absence**

Please inform the school **before 9:00am** if your child is unable to attend.

You can do this by:

-  **Telephone:** 07984 174 229
-  **Email:** attendance@trusteducation.group

- **Provide a Reason for the Absence**

Clearly state your child's full name, year group, and the reason for their absence.

- **Daily Updates**

If your child is absent for more than one day, please contact the school each morning unless a medical note has been provided.

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### Authorised and Unauthorised Absence

- **Medical Appointments**

Where possible, arrange medical or dental appointments outside of school hours. If unavoidable, please provide a copy of the appointment card, letter, or confirmation. Absences can only be authorised with evidence.

- **Holidays During Term Time**

Holidays should not be taken during school time.

If there are exceptional circumstances, a **Holiday Request Form** must be completed in advance. Approval is at the discretion of the Headteacher and will only be granted in line with government guidelines.

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## **Government Legislation – Children Missing Education**

The government requires all schools to monitor attendance carefully. Persistent or unexplained absence may be treated as a safeguarding concern.

- Local Authorities must be notified of any child who is missing from education.
- Parents have a legal duty to ensure their child attends school regularly.
- Unauthorised absences may lead to further action, including involvement from the Local Authority.

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## **Why Attendance Matters**

- Good attendance = better progress and achievement.
- Missing lessons can lead to learning gaps and affect confidence.
- Attendance is monitored closely, and persistent absence may require further action in line with school policy.

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## **Further Information**

Please refer to our full **Attendance Policy**, which can be found on our school website in the **Policy Folder**.