



Pensby High School

Irby Road, Heswall, Wirral.
CH61 6XN

T 0151 342 0570

F 0151 342 0571

E schooloffice@psf.wirral.sch.uk

www.pensbyhighschool.com

Headteacher: Mr K Flanagan

November 2016

Dear Parents/Carers


ATTENDANCE

Our aim is to encourage all students to attend school regularly and to aim for 100%. We know that high attendance and students achieving their target grades are linked. Punctuality is also very important. All students are expected to arrive on time and ready for learning with correct equipment. For students who may not have had breakfast this is available from 8.00 in the canteen. Registration starts at 8.40 and any student arriving after that time and up to 9.30 am is recorded as late and after three lates they will serve a detention. If a student arrives late after 9.30 am they will receive a "U" mark, which is late (after registers closed) meaning unauthorised absence. If a student receives 10 unauthorised absences code "U" then this will lead to a fixed penalty notice fine for each parent/carer.

Illness

However, there are occasions when your child may be too ill to attend school. Please can you contact our absence hotline on 0151 342 0570 before 9.30am. Truancy calls will be sent if we do not receive notification of their absence. Please keep us informed of your child's progress.

If the absence is known in advance please provide evidence of appointments so we can authorise the absence. Some of the main local surgeries will be issued with the following cards which you can request that they stamp and complete. They should then be returned to school. We will also leave copies of the card at the school reception for your child to collect if required.

Surgery Stamp here.	 PENSBY HIGH SCHOOL Care Respect Inspire
I can confirm that (pupil name)	
has attended surgery at (time) on.....	
(Pupil name) should refrain from school for days.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Doctor/practitioners signature:	
Thank you for your co-operation.	

When medical appointments can't be made outside the school day we advise parents to pick up children from school, after prior notification, and return them as soon as possible during the same day to minimise the impact on their education and attendance.

Leave in term time

There is an expectation that all parents/carers take family holidays out of term time. Any parent wanting to take their child out of school during term time should complete a leave of absence form and give details of any extenuating circumstances pertaining to the request. However, it is unusual for us to grant leave of absence during term time. Any leave taken without permission is recorded as unauthorised and legal action may be sought from the Local Education Authority.

Yours sincerely

Mrs H Wimpres
Assistant Headteacher