



HENLEY BANK HIGH SCHOOL

18th September 2023

Dear Parents/Carers,

I would like to reinforce our message on the importance of establishing routines, particularly excellent school attendance and punctuality. In order to do this, I would like to reiterate some of the ways that you can support your child's attendance.

General Illness

If your child suffers from one of the conditions listed below, we would suggest administering some paracetamol or Ibuprofen first thing in the morning and sending him/her into school. If your child suffers from hay fever, please can you administer antihistamine before sending him/her to school. If you could please let us know if medication has been provided by emailing attendance@henleybankhighschool.co.uk we will ensure that we monitor your child and will immediately call you should there be a deterioration in their condition. With your written consent, again please send to the above email address, we can also keep medication in school to support your child if any of these conditions occur on a regular basis. This will be kept in a locked cupboard.

- Colds
- Headaches
- Tiredness
- Sore throat
- Period problems: provisions can be made in school for more frequent toilet breaks

Injuries

If your child is suffering from an injury or condition that could make moving around the school building difficult, please contact us as there are many ways that we can facilitate this in school, allowing your child to access the majority, if not all of their lessons safely. Please email attendance@henleybankhighschool.co.uk

Infections and Contagious Illnesses

If your child is diagnosed with a contagious or infectious condition such as Chicken Pox or Measles.

Sickness and Diarrhoea

If your child is suffering from continuous sickness or diarrhoea, then of course we would expect them to stay at home until this has subsided (12 hours from the last vomiting or diarrhoea). However, if this is an isolated incident it is unlikely to be contagious and we would strongly recommend that they come into school.

Medical Appointments

I am aware that there will be occasions when medical appointments will be arranged by the hospital/orthodontist/CAMHS which cannot be changed. In these instances, please can you inform us in advance by emailing attendance@henleybankhighschool.co.uk and provide us with a copy of the letter/email confirming the appointment. We don't advise taking a whole day off school for these appointments.

We would also remind you that all routine GP, dental and optician appointments should be made outside of the school day to minimise the disruption to learning.

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Headteacher: Stephen Derry

Henley Bank High School, Mill Lane, Brockworth GL3 4QF Tel: 01452 863372 Email: admin@henleybankhighschool.co.uk

An academy in the Greenshaw Learning Trust: Company no. 7633694



Punctuality

The school day begins at 8:35am. Any student arriving after 8:40am will have a late mark recorded on the register. At 9.30am we close our morning register and any students arriving after this time will have a U code recorded on the register. This means that they were late after the close of registers and is classed as an unauthorised absence. Three recorded late marks to school, will be a social removal at lunch time.

Holidays

This is clearly set out in our attendance policy and our term dates are published on our website a year in advance, we do this to give families time to organise their family holidays outside of term time to reduce the disruption to their child's learning. If you choose to remove your child from school from September 2023 to July 2024, this will be recorded as an unauthorised absence and we will apply for Gloucestershire County Council for a penalty notice to be issued. Term Dates can be found following this link: [Term Dates 2023/24](#)

Attendance meetings

If your child's attendance falls below 95% you will be invited into school for a meeting with myself. At this meeting we will discuss how the school can help improve your child's attendance.

If your child is going to be absent, you must ensure that you call the school on 01452 863372 / 07513136478 or email attendance@henleybankhighschool.co.uk by 8.30am on each day of the absence.

Please do not hesitate to contact us if you would like further clarification or if there is something that may prevent your child from attending school that you feel we should be aware of.

Yours sincerely

Mrs R Camber
Attendance Officer

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