



Thursday 30th September 2021

Dear Parents and Carers

## **Amendments to absence reporting procedures**

The school attendance line is experiencing a high volume of calls and emails daily. Monitoring attendance is an integral part of our safeguarding procedures and we need to ensure we student attendance and absence in a timely manner. Having reviewed our processes, we will be making a change to how you report your child's absence to us. This will support the more efficient completion of attendance records and the reporting of any student absence to families, improving the safeguarding of students.

### **Reporting absence due to illness**

From **Monday 4th October** we wish parents to email notifications of absences whenever possible, so that clear and concise information can be processed promptly. Please therefore:

1. Email [attendance@qegschool.org.uk](mailto:attendance@qegschool.org.uk)
2. In the subject, state your daughter's name, form and the word 'absence'  
Eg **Jane Smith 10VWR absence**
3. In the body of the email, give more detailed information such as the specific reason for the absence (eg headache, temperature, vomiting etc.) and the duration/dates of absence.

An email message needs to be sent for each day of the absence.

### **Reporting Covid related absence**

Please state clearly whether your daughter has produced a positive LFD (home test kits) or PCR test. If a student has a positive LFD result they must get a PCR test result. A student can only return to school if the result of the PCR is negative or if the isolation period following a positive result has been completed. Remember to email evidence of all PCR test results to the school.

### **Text messages for unknown absences**

An automated text message will be sent to priority contacts of students whose absence has not been reported to the school by a parent/carer. Upon receipt of this, parents/carers may reply to the message directly in order to provide further information. Should the absence extend beyond one day, an email should be sent (see above) rather than replying to a text message relating to a previous day which could lead to confusion.

### **Exit Slips for Medical or Dental appointments**

Please **email** the school with as much advance notice as possible when a student will be known to be absent. Notification for the absence must be given before the day of absence to avoid a delay to your daughter's departure (due to strict adherence to the safeguarding procedures in place, i.e. contacting



families to verify the absence, contacting a member of the Pastoral team to verify there are currently no safeguarding concerns around the student).

You must provide confirmation of the medical/dental appointment where possible. If none exists then please state this clearly. Please therefore:

1. Email [attendance@qegschool.org.uk](mailto:attendance@qegschool.org.uk)
2. In the subject, state your daughter's name, form and the word 'appointment'  
eg **Jane Smith 10VWR appointment**
3. In the body of the email, give more detailed information such as
  - the time of departure for the student
  - whether the student is expected to make their own way there or if they are to be collected from reception.
  - whether the student will return to school or not.

### **Further discussion related to absence**

If you need to speak to somebody about your child's absence (anything beyond the normal range of a daily absence or when it is for a period of time longer than a couple of days) then please contact the Head of Year via email ([office@qegschool.org.uk](mailto:office@qegschool.org.uk)) in the first instance.

### **Late Detentions**

It is vital that good habits are established early in life to provide the best transition from education to the workplace. Therefore, any student who has been late twice or more in a week (i.e. arriving after 8:45am) will have to sit a late detention on a Monday after school for 45 minutes. A letter will be emailed on a Friday to notify families of the detention. This will take effect from Monday 4th October. Two late marks accrued from this point will lead to a detention on Monday 11th October and so on.

Arriving at school on time and ready to learn are key components of being successful. We do understand that on occasion there will be a one off traffic incident, strike action or other unknown factors that will greatly impact a number of students on any given day. When this does occur the school will exercise discretion and not count that morning towards a detention. Should there be ongoing road works in an area then students must adjust and get an earlier bus/train.

We thank you for your continued support in providing the conditions for your daughter(s) to be successful at Queen Elizabeth's Girls' School.

Mr. M Duffy

Mrs. T. Parker

Ms. A. Welch

Deputy Headteacher

Assistant Headteacher & DSL

Attendance Officer