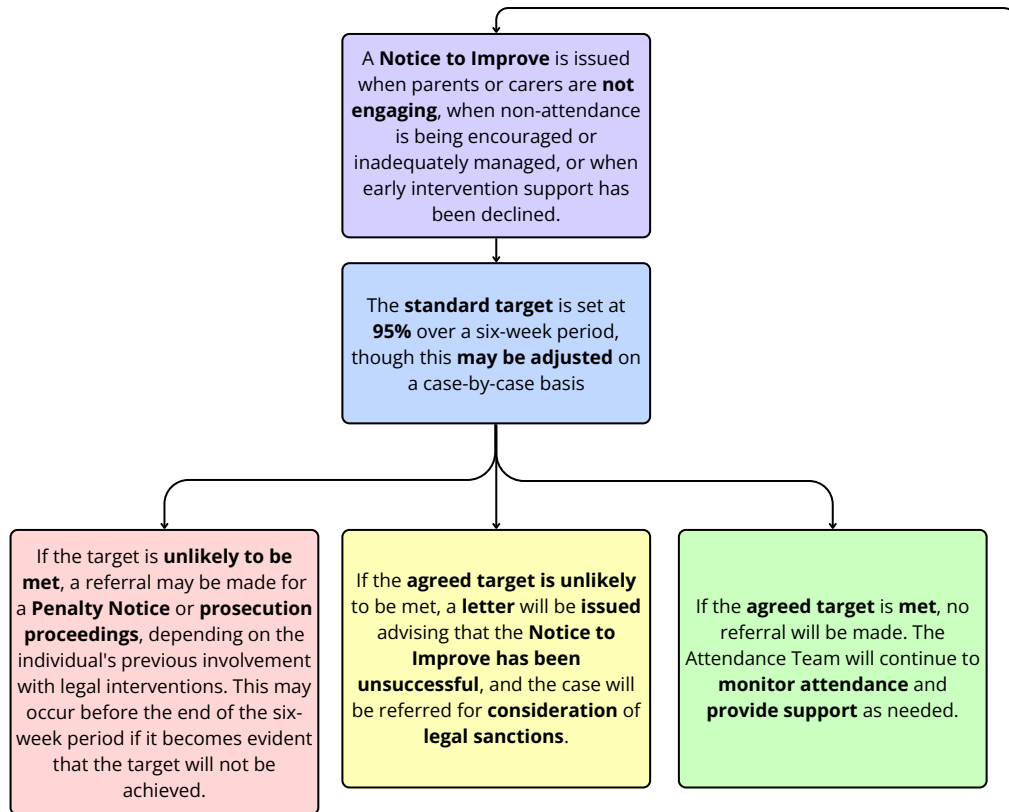




Attendance Process

Notice to Improve Pathway

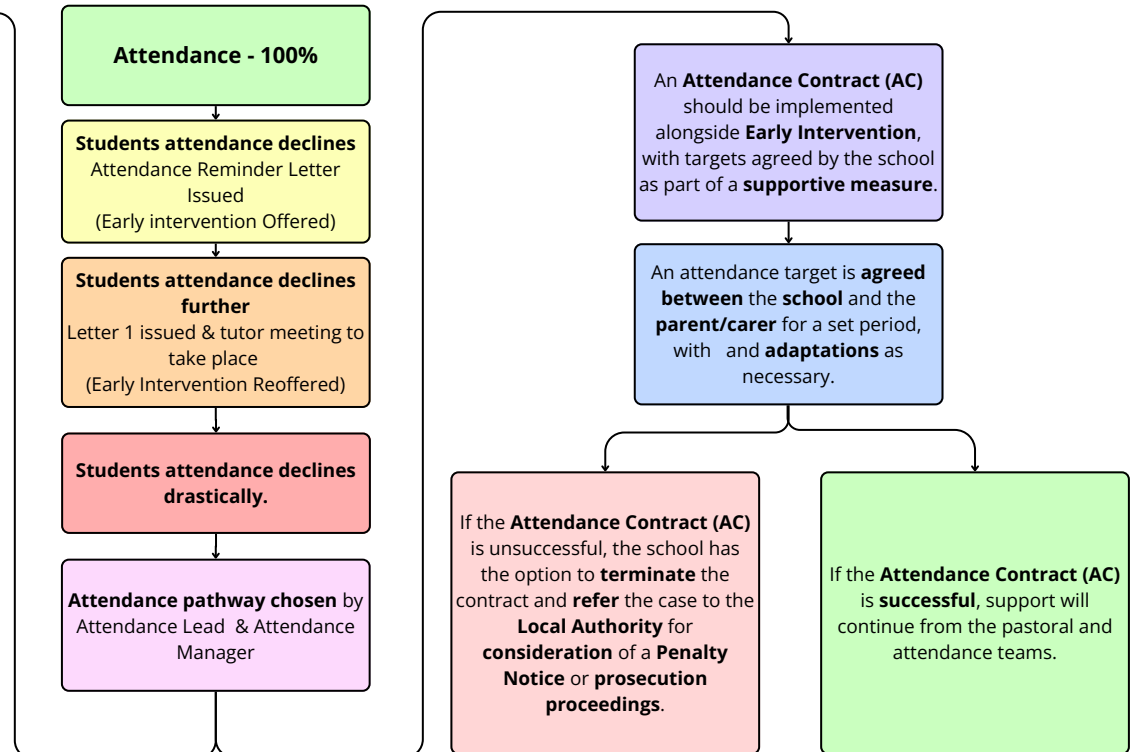


Term-time leave refers to any absence a student takes during the official school term, rather than during scheduled holidays or breaks.

To **request** term-time leave for your child, please [click here](#). This link is also available on the Attendance page of the Netherhall School website.

Please note that all requests **must** be submitted at least **7 days in advance** to allow the Principal sufficient time to **review** and **consider authorisation**. If 7 days notice **cannot** be given, **evidence** of emergency will be **requested**.

Attendance Contract Pathway

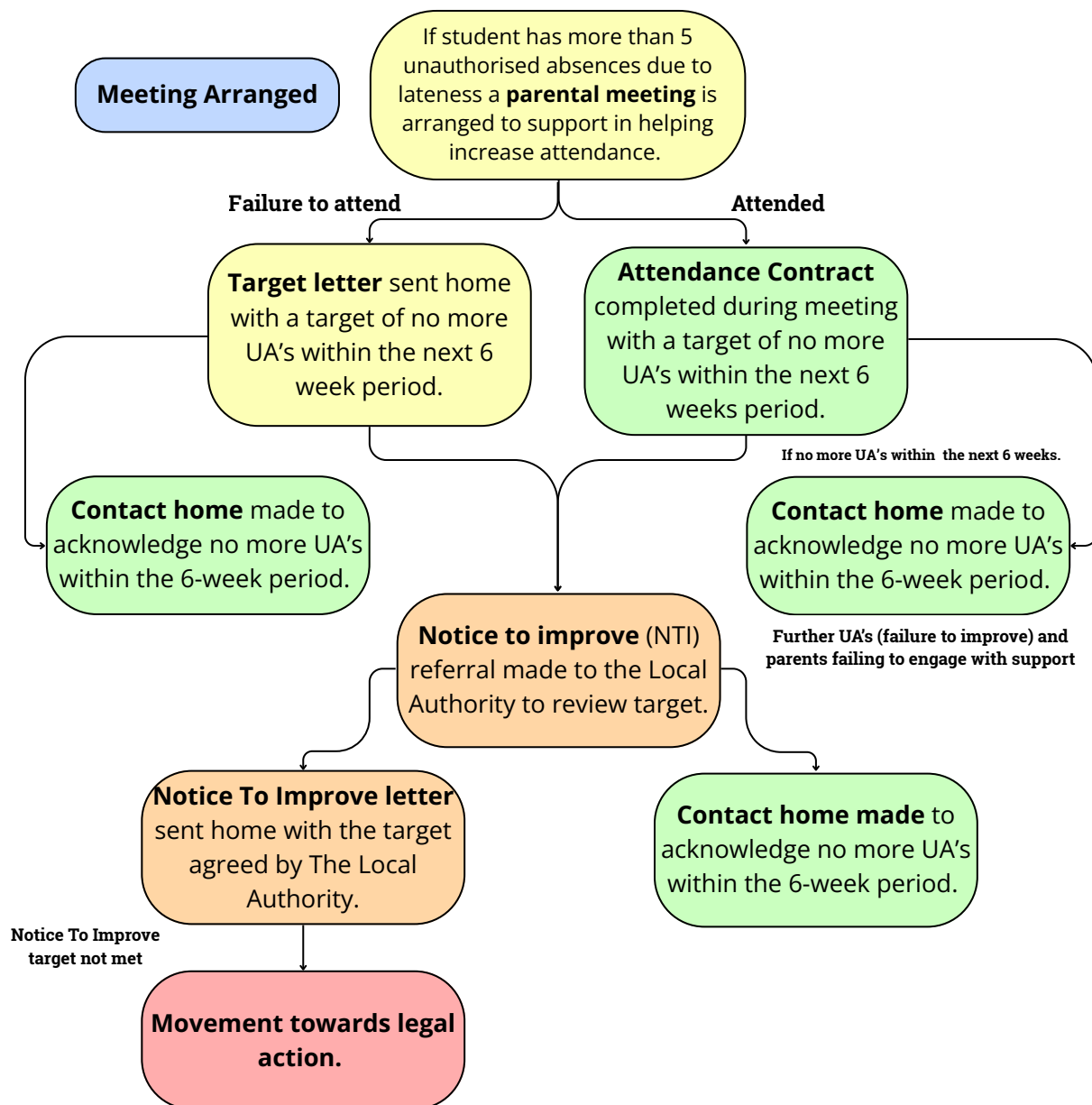


Home visits are when school staff—typically teachers, pastoral staff, or attendance team—visit a student's home to meet with parents or guardians. These visits **may be pre-arranged** but can also be **unannounced**. If a student has been absent from school for 5 consecutive days, staff may conduct a home visit to:

- Check on the **student's welfare**.
- **Encourage** the family to return the child to school.
- Offer **support** or signpost services if there are barriers to attendance.

This visit may be earlier depending on individual circumstances

Unauthorised Absences Due To Lateness



If Your Child Is Absent

Please contact us by **8:30am each day** your child is absent by filling in the online form which can be accessed through the link provided on the school website

<https://netherhall.org/parents/attendance/>

If you need support with your child's attendance, please contact our Attendance Team by emailing attendance@netherhallschool.org or calling 01223 242931 (option 1). This will connect you to the attendance mailbox, and a member of the team will respond as soon as possible.

- When reporting the absence please give a specific reason (e.g., chest infection, sickness bug) – not just "illness."
- Absences without further information may be recorded as unauthorised as illness is not a sufficient reason to code absence without further clarification.

In line with **Local Authority guidance**, unreported absences will be recorded as **unauthorised**. Accumulating **10 unauthorised absences within a 10-week period** may result in a **Penalty Notice** being issued and further legal action if necessary.

