ABSENCE PROCEDURE

At Birchwood High School, we strive to ensure that every student has access to their full educational entitlement while working collaboratively with families to address any barriers to attendance. Below, we outline the daily absence procedure, plus, the guidelines for term-time absence requests and lateness.

If your child is unable to attend school

Notify the school before 8:30 am on the morning of the absence. Please include:
- The reason for the absence.
- How long you expect your child to be off school.

The preferred method of communication is through the Arbor app, or you may email admin@birchwoodhigh.org.uk.

Daily updates are required for each day of absence. If your child is absent for multiple days, the school may request medical evidence to support the absence.

If you do not notify the school of absence

DAY 1: Truancy check. A text message will be sent to parents/carers which requires a response. This may well be followed up by a phone call by the school later in the day.

DAY 2: The school will contact you by phone to confirm the reason for absence and discuss a timeline for your child's return to school.

DAY 3: The school will escalate by reaching out via phone and email.

DAY 4: If there is still no response, the school will conduct a welfare check and arrange an Attendance Resolution Meeting to address the absence and any underlying issues.

Lateness

Morning registrations is at 8:40am and students arriving after this time will be marked late. Form time finishes at 9:00am and registers close at 9:30am.

Students who arrive significantly late (after registration closes) without an explanation will be marked as absent for the session, which counts as an unauthorised absence.

Persistent lateness will prompt discussions with families to identify and address any barriers to timely attendance.

Term Time Absence Requests

There is no legal entitlement for students to take time off for holidays during the school term.

Applications for term-time absences must be made in writing to the Principal, who will review requests on a case-by-case basis.

Requests should explain why the absence cannot be taken during school holidays.

The absence request form cam be found on our website.