

Attendance & Absence Information

Attendance Officer - Mrs Phillips

Dear Parents and Carers,

My role at Tiffin is to support the safeguarding of all our students and to promote the benefits of high attendance and good punctuality.

As Attendance Officer, I want to emphasise the crucial role that consistent school attendance plays in your child's education and overall development. Regular attendance not only helps children build a solid foundation in their academic skills but also fosters social connections and emotional well-being. Studies consistently show that students who attend school regularly tend to perform better academically, have higher success rates, and develop essential life skills. By prioritising school attendance, you are setting your child up for success and future opportunities.

To help us work together to achieve this I would like to remind you of the school attendance processes below.

Kind regards,

Mrs Phillips

Reporting illness on the day

- Report your child's absence **by 8am each day** they are off unwell
- Use the [Parent Arbor App/portal](#)
- Email: attendance@tiffin.kingston.sch.uk
- Vomiting and/or diarrhoea - Keep your child home for 48-hours following their last bout of illness, but please do still email in **each day** they are unwell **before 8am..**

Signing In/Out

- Late students must sign in at the School Office
- Students will only be allowed to leave the premises if they have received permission from Attendance and they have signed out at reception.
- This is a **SAFEGUARDING** requirement

Unreported absence

- The school will send you an SMS/email message
- Reply directly to the message with the reason for your child's absence

Absence Requests

- Please email attendance@tiffin.kingston.sch.uk with your request, including confirmation of your appointment time and date
- Morning appointments - return to school after
- Afternoon appointments - attend school in the morning
- Make dentist check-ups and non-urgent GP appointments outside of school hours/ during school holidays
- If your request is of a sensitive nature please do call/email me to discuss

Unauthorised absences

- Department for Education states absences due to **holidays/occasional visits/family days will not be authorised**
- Absence in the **first and last week of a half term** will need supporting confirmation. This includes sickness.
- If attendance has fallen below 91%, *persistent absence*, further absences may not be authorised without confirmation/discussion

Games afternoon

- ALL students are expected to participate in Games
- Injured? Attend Games & take part in different activity
- Unable to travel to Games on bus - alternative arrangements will be made at school
- Non-urgent appointments/work shifts (6th form), **will not** be authorised by the school