

Policy on Attendance at the Piggott School

[Click here to email the Attendance Officer](#)

BE ON TIME School starts at 8.50 am and you are expected to be in registration by this time. Always make sure you arrive punctually for the start of each lesson.

SIGNING IN AND OUT

If you arrive after registration, report to Reception to sign in. If you need to leave school for an appointment, you must sign out at Reception. You will need a note signed by a parent/guardian which has also been signed by your tutor.

ABSENCE & ILLNESS Telephone number 0118 940 2357

If you are unwell and unable to attend school, a telephone call or email before 9.30 am on the first day is required. If the absence extends to several days, please let us know when you are going to return to school. We do require a written explanation for the absence on your return. Pupil absence forms are available from tutors and you will be asked to take one home for completion if we have not received a reason for absence. This should be returned to our Attendance Officer, Mrs Judy Sugden.

HOLIDAYS

We ask you, if at all possible, to arrange routine dental and medical appointments outside school hours. We recognise that this is not always possible and that emergency visits are sometimes necessary. We also ask you to arrange family holiday dates to coincide with school holidays. Holiday leave cannot be authorised during term time, except under exceptional circumstances. Any unauthorised holiday taken may be subject to a penalty notice and could incur a fine. If you feel unwell or have an accident, tell a teacher. You will normally be sent to the Medical Room where a First Aider will help you. Your parents will be contacted should you need to leave school. Do not leave the school or go home without permission.