



THE PIGGOTT SCHOOL PROCEDURE ON ATTENDANCE

BE ON TIME

School starts at 8.50 am and students are expected to be in registration by this time. They must also make sure they arrive punctually for the start of each lesson.

SIGNING IN AND OUT

If they arrive after tutor time, they must report to their Pastoral Assistant to sign in. If they need to leave school for an appointment, they must sign out at Reception. They will need a note signed by a parent/carer which has also been signed by their tutor.

ABSENCE & ILLNESS Telephone number 0118 940 2357

If they are unwell and unable to attend school, a telephone call or email before 9.30am on the first day is required. If the absence extends to several days, please contact us on each day of absence. We do require a written explanation for every absence. This should be returned to the relevant key stage Pastoral Assistant. If we have not received an explanation, a text will be sent using our secure system "School Comms" asking for a reason for absence. Routine dental and medical appointments must be made for outside school hours. We recognise that this is not always possible and that emergency visits are sometimes necessary. If a student is unwell or has an accident, they must tell a teacher. If necessary they will be sent to the Staff and Student Hub where a first aider will give assistance. Parents will be contacted should they need to leave school. Students must not leave the school or go home without permission.

HOLIDAYS

We ask you that family holiday dates coincide with school holidays. Holiday leave cannot be authorised during term time, except under exceptional circumstances.

COMMUNICATION

We send all correspondence where possible by email to all parents' email addresses using the School Comms system which is secure. Where this is not possible we will send home a paper copy.