



Reporting Your Child's Absence or Lateness

At The Cardinal Wiseman Catholic School, we are committed to supporting excellent attendance, as regular attendance is essential for students to achieve their full potential.

The quickest and most effective way to report your child's absence or lateness is via The Cardinal Wiseman **School App** using the **Absence** function. We ask that this is your first method of reporting whenever possible. If you are unable to use the app, you may email the Attendance Team at absence@wisman.ealing.sch.uk.

Please avoid emailing your child's Head of Year to report an absence or lateness unless the information is of a sensitive nature. If you do need to contact the Head of Year, we still ask that you report your child's absence or lateness via the School App or by emailing the Attendance Team so that it can be recorded correctly.

Parent/Carer Responsibilities

Parents and carers play a vital role in ensuring good attendance. We ask that you:

- Notify the school on the first day of your child's absence and provide an update each day until they return to school. If your child will be absent for an extended period due to a medical condition, operation, or other exceptional circumstance, please contact the Attendance Team to discuss the expected duration of the absence. Please report all absences by 9:30 am where possible.
- Provide a specific reason for the absence. Reasons such as "ill," "unwell," or "sick" do not provide enough information for our records and safeguarding. If insufficient information is provided, the absence may be recorded as unauthorised.
- Avoid unnecessary absences wherever possible.
- Arrange routine medical, dental and other appointments outside of school hours whenever possible.
- Provide evidence of any medical or dental appointment that takes place during the school day. Students are expected to attend school before and/or after their appointment unless there is a genuine reason why this is not possible.
- Avoid taking holidays or other leave during term time. Leave of absence will only be authorised in exceptional circumstances. If leave is necessary, please complete and submit a **Leave of Absence Request Form**, before you travel. This is available on the school website.
- Contact the school if your child is experiencing difficulties attending school or is reluctant to attend, so that we can work together to provide support.
- Inform the school of any changes in family circumstances that may affect your child's attendance.

For further information, please refer to the school's **Attendance Policy** and **Student Code of Conduct**, both of which are available on the school website.

The Cardinal Wiseman Catholic School

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