

When attendance becomes a cause for concern

Here at The Friary School we monitor attendance regularly. Any student whose attendance we feel becomes a cause for concern we will proceed as follows:

1. A phone call home will be made to discuss our concerns.
2. A letter will be sent home to parent/carer expressing our concern as no improvement has been made.
3. A meeting will take place in school to discuss your attendance.



Make your choice now

Success Lane or Failure Drive



This is Sam

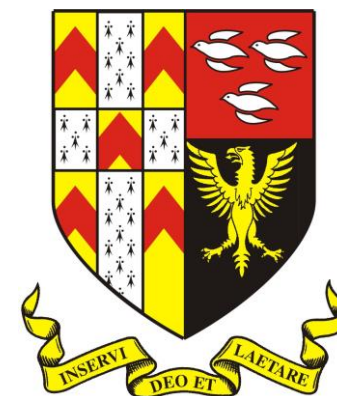
Sam is a 6th Form Student at The Friary.
His attendance is 90%

Is that good? What does that mean?
90% = ½ a day missed EVERY week!

Would your boss like you to be off work this much ?



Attendance Information 2025-2026



The Friary School
Eastern Avenue
Lichfield
Staffordshire
WS13 7EW

Tel: 01543 267 400
Email: office@friaryschool.co.uk
www.friaryschool.co.uk

Leave of Absence during Term Time

Parents / Carers should complete a Leave of Absence Request Form and submit this to the Headteacher at least two weeks prior to the intended leave of absence. School will respond to the request within one week. Only in exceptional circumstances will leave be granted.

The authorising of leave of absence is at the discretion of the Deputy Headteacher and reasons for the request along with potential disruption to the student's learning will be taken into consideration. If leave of absence is not applied for in advance then any leave taken will be recorded as unauthorised absence.

Any leave of absence requested for holidays in term time will not be authorised.

There is a strong link between attendance and final examination results. The school has a target to achieve attendance of 95% or higher, in order that our students can achieve the highest level of success possible.

If you have any questions regarding leave of absence do not hesitate to contact the school office.
office@friaryschool.co.uk

How to Report an Absence

If your child is too unwell to attend school:

Please call the Pupil Absence Line on 01543 267 467 each morning that your child is absent.

The office is open from 8.15am each morning. Before this time you will be able to leave a voicemail. You will need to give clear details of your child's name, tutor group and reason for their absence.

You can also inform the school by email at office@friaryschool.co.uk or via EduLink.

You will need to give clear details of your child's name, tutor group and reason for their absence.

Medical evidence may be requested for 3 days or more consecutive absence.



What is the importance of regular attendance?

The attendance of all students at our school is monitored on a regular basis.

98%: Less than 5 days absence a year

Excellent attendance - these students will almost certainly get the best grades they can, leading to good prospects for the future.

95%: 9 days absence a year

These students may achieve good grades and form a habit of attending school regularly.

90%: 1 month absence each year

These students are missing one month of school each year. It will be difficult for them to achieve their best grades. The government classifies these students as 'Persistent Absentees'. Parents of these students could face legal action from the Local Authority.

