



25 September 2025

Dear Parents and Carers,

School Attendance Procedures

At Soham Village College we understand the importance of a student's attendance on their progress and emotional wellbeing. We monitor attendance and punctuality regularly and offer support through our pastoral system for any student who may find attending school a challenge.

Please note a few key points regarding our attendance procedures;

1. If your child is absent and we do not hear from you, we will send an absence email and text message in the morning. If we do not receive a reply, we will be ringing home to ascertain the reason for a child's absence. We will also be carrying out home visits, if we are unable to leave a message or do not receive a reply.
2. We strongly recommend that families do not book leave during term time, but if you have an exceptional circumstance, we have an online term time leave request form which can be found on the school website: [Soham Village College - Attendance \(sohamvc.org\)](https://www.sohamvc.org/attendance)
3. We will only authorise a student's lateness or leaving early if parents contact the school with a valid reason, by ringing 01353 724100 or by emailing attendance@soham-college.org.uk. It is essential for safeguarding reasons that students sign in at Reception if they arrive after 8.30am, or sign out if they leave before 3.00pm.

Reporting Absence

If your child needs to miss a school day or is going to be late for any reason, this should be reported by 8.30am to myself via email at: attendance@soham-college.org.uk or alternatively, telephone: 01353 724100 and select option 1 to leave a message. If you email your child's Form Tutor or Head of Year regarding absence or appointments, please always remember to copy in attendance@soham-college.org.uk.

If your child's absence is due to illness, we ask that you explain in a little detail their condition and any steps taken to remedy it. If a medical professional is seen, we recommend that you keep any evidence of the visit, such as an appointment card, prescription etc. This is also the case when you are reporting your child as late, please provide the precise reason so that we can code your child's register correctly.

If you have any queries regarding any of the above, please do not hesitate to contact me.

Yours sincerely,

Ms Joss Whittle
Attendance Officer

