

### **Student absence**

As a parent/carer, it is your responsibility to notify the school on each day of absence by messaging via the 'Report Absence' tab on Classcharts or calling 0118 9413458 (option 2). Alternatively you can email [absence@denefield.org.uk](mailto:absence@denefield.org.uk).

### **Parents/carers are reminded that dental and medical appointments should, wherever possible, be made out of school hours.**

It is the duty of a parent/carer of a child of compulsory school age, to secure their education by regular attendance at school. Following changes in the law, a number of local schools including Denefield, have implemented the use of Fixed Penalty Notices in relation to unauthorised absences during term time. West Berkshire's Code of Conduct for issuing Penalty Notices in respect of unauthorised absence from school allows for the issue of a fine where a student is absent for five school days or more.

For the current West Berkshire guidelines please [click here](#).