



# Brentside High School

## Learning and Achieving Together

Greenford Avenue, London W7 1JJ

Tel: 020 8575 9162 – Email: [info@brentsidehigh.ealing.sch.uk](mailto:info@brentsidehigh.ealing.sch.uk)

Website: [www.brentsidehigh.ealing.sch.uk](http://www.brentsidehigh.ealing.sch.uk)

Headteacher: Ms Charlotte Hames

17 September 2026

Dear Parent/Carer,

### Re: Parent Notification of Absence Procedure for Years 7-11

**If your child is unable to attend school** – Parents and carers are responsible for ensuring that their child attends school regularly and punctually. You must notify the school **as soon as possible and before the start of the school day** if your child is unable to attend school.

Please use the school's designated email absence reporting system. All student absences should be sent to [attendance@brentsidehigh.ealing.sch.uk](mailto:attendance@brentsidehigh.ealing.sch.uk)

***There is no longer a dedicated telephone messaging facility.*** The telephone messaging system will advise you to contact the school via email.

When reporting an absence, please provide:

- your child's full name;
- year group/form;
- the reason for absence;
- the date of absence; and
- the expected date of return, where known.

If the absence continues beyond the date originally provided, please update the school.

**Reporting of an absence does not mean it is authorised** – The school will consider the reason given and determine the appropriate attendance code in accordance with statutory guidance. Parents should not assume that an absence will be authorised simply because the school has been notified.

**Illness** – If your child is unwell and unable to attend school, **please notify the school by email** before the start of the school day (prior to 08:15) and provide a brief explanation (as outlined above).

If your child's illness continues, please keep the school informed of their expected return.

The school may contact you during a period of absence to check on your child's welfare and expected return, particularly where the absence is prolonged or there are concerns about attendance.

**Medical and dental appointments** – Where possible, medical and dental appointments should be arranged outside school hours. Where this is not possible, please notify the school in advance and provide the appointment details. Where a student is well enough to attend school before or after an appointment, we expect them to do so.

**Leave of absence** – Requests for leave of absence must be made **in advance** using the school's Leave of Absence Request form. Copies are available in the school's reception and on our school's website: <https://www.brentsidehigh.ealing.sch.uk/attachments/download.asp?file=985&type=pdf>

Parents should not report a planned holiday or other absence through the normal absence reporting system. Term-time holidays will not normally be authorised. *Each request for leave will be considered in accordance with the school's attendance policy and statutory requirements.* The decision to grant a leave of absence is at the Headteacher's discretion in line with statutory guidance. This would be managed through completing the form and liaising with the Year Teams.

**If you do not notify the school** – If your child is absent and the school has not received a reason, we will contact you to establish the reason for absence. The school may use telephone, text message, email or other appropriate methods of contact.

Where we cannot establish the reason for absence, **we may contact other emergency contacts** provided to the school and, where appropriate, make further enquiries.

Where there are safeguarding concerns, the school's safeguarding procedures will be followed. This may involve members of the **school staff undertaking a home visit.**

**If your child is experiencing difficulties attending** – Please contact the school if your child's absence is related to anxiety, mental health, SEND, family circumstances or any other difficulty affecting their ability to attend. In the first instance please contact the Year Team which includes the Year Leader and SAFE Worker. We would encourage families to speak to us at an early stage so that appropriate support can be considered.

**Working together** – Good attendance is important for your child's education, wellbeing, friendships and future opportunities. We recognise that there may be occasions when a child cannot attend school and will work with families to understand and address barriers to attendance.

Our aim is to combine high expectations for attendance with appropriate support for students and families. Should you have any further queries please contact [a.lane@brentsidehigh.ealing.sch.uk](mailto:a.lane@brentsidehigh.ealing.sch.uk)

Yours faithfully,

A handwritten signature in black ink, appearing to read 'A. Lane', with a stylized, cursive script.

Ms Lane  
Assistant Headteacher