

Attendance Guidelines for Parents and Carers

We follow national and local guidelines in relation to pupil attendance, including authorised and unauthorised absence. Please ensure that you understand and follow these attendance guidelines, to ensure that your child can benefit fully from their time in school. The Headteacher will be happy to answer any questions you may have in relation to them.

The majority of pupils have very good attendance and respond well to the school's initiatives for supporting this, such as individual and class certificates and rewards, as well as class Attendance Cups that are awarded every half term.

There is a strong link between good attendance and achievement throughout a child's school life, so good habits of attendance and punctuality need to start as soon as a child starts school.

LATENESS

- All children should be in school for registration, which is at 8.45am for Reception and Key Stage 1 (Years 1 and 2) and 8.45am for Nursery.
- If a child arrives late for any reason, (with the exception of Nursery) the adult who brings them must take them to the school office to register them on the EntrySign system and collect a **late token**, which the child needs to take to the class teacher.
- The time and reason for lateness will be recorded, and those arriving after 9.05am will be counted as having an **unauthorised absence** (unless the child has an authorised appointment, e.g. doctor/hospital/dentist, for which an appointment card/letter should be shown).
- **Penalty notices for persistent lateness:** Please be aware that penalty notices can be issued for persistent lateness. Six unauthorised lates in any four-week period is classed as persistent lateness and these will be referred to the Education Welfare Team for investigation and/or issue of a penalty notice.

ABSENCE

- The Supreme Court of the United Kingdom made clear in April 2017 that parents must ensure their children's regular attendance and comply with term dates, pointing to the disruption to class management caused by individual parents taking their own children out of school. Where a child is absent from school without authorisation, a **fixed penalty notice** may be issued, which is charged per parent, per child.
- All absences need to be explained by a note from home, a telephone call or a verbal message to the school office in order to be authorised. All absences lasting for more than a week need to be covered by a note from home and/or medical evidence.
- Reasons for absence are primarily for illness (the child's illness – not that of other family members). Where a child is absent because another family member is ill, this will be recorded as an unauthorised absence.
- Family holidays should not be taken during term time. Absence for any reason will only be authorised in exceptional circumstances and parents can request leave of absence by completing the appropriate form (available from the office or school website) **at least 4 weeks in advance**. The request must be agreed and the form signed by the Headteacher in order for the absence to be authorised. **Absence immediately after a school holiday may incur a fixed penalty notice**. Those claiming to be unable to return on time due to an emergency will be asked to provide proof of the emergency and travel documents showing original flights and any amendments.
- Absence due to recognised religious holidays will be authorised if covered by a note or message to the school office **in advance**. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, the school will seek advice from the religious body about whether it has set the day apart for religious observance.

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- Only in exceptional circumstances will any other reasons for absence be authorised.
- Unexplained absences will be recorded as unauthorised.
- If a child is frequently absent or late, the Headteacher or Attendance Officer will make an appointment with the child's parents/carers to discuss the reasons and how attendance or lateness can be improved.
- In cases of persistent absence or lateness, the child will be referred to the school's Education Welfare Officer. The Education Welfare Officer will then monitor the child's attendance and meet regularly with parents where appropriate.
- If there is no significant improvement in attendance after the monitoring period, the Education Welfare Officer may put the child on **fast track attendance** monitoring, which can lead to legal action being taken if necessary.

If your child's attendance at the end of the year is...	Your child would have lost approximately...
95%	9 days
90%	19 days
85%	29 days
80%	38 days
75%	48 days
70%	57 days
65%	67 days