



Attendance Policy

The school aims to ensure all children achieve their full potential in all aspects of their school life. In order to achieve this it is vital that children attend school every day.

It is the legal responsibility of all parents to ensure their child(ren) attend school every day.

If your child is absent from school you should contact the school office as soon as possible on the first day of absence; this can be done by telephone on 01274 772175 in writing or by text message on 07967 350715.

If school is not contacted by parents, then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. If no reason can be found (if parents cannot be contacted) the absence will be recorded. On the child's return to school a text will be sent requesting the reason for the absence. If no reason for absence is received following the text the absence will be recorded as unauthorised. If parents cannot be contacted it may result in a home visit.

Attendance will always be a high priority for school and we will continue to promote attendance in a positive way through assemblies, certificates and medals.

In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.40am and the register is taken at 8.50am. Children arriving between 8.55am and 9.30am will be recorded as being late. Children arriving after 9.30am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning.

In line with new government guidelines term time holidays are no longer permitted. All requests for term time absence will be termed as "leave of absence". The school will not authorise any requests for leave of absence **other than in exceptional circumstances**. Any request for leave of absence should be made in writing.

If a child is taken out of school for a leave of absence then a Fixed Penalty Notice may be issued. Usually a warning will be issued after the first leave of absence and fines will be issued for subsequent absences. Fixed Penalty Notices are calculated as follows:

- £60 per parent per child if paid within 21 days.
- £120 per parent per child if paid after 21 days but before 28 days.

Failure to pay before 28 days is likely to lead to prosecution.

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

Attendance below 90% will trigger the involvement of the Local Authorities Educational Social Work Service and may result in a penalty notice being issued.

Reviewed: October 2017

Next Review Date: October 2020