



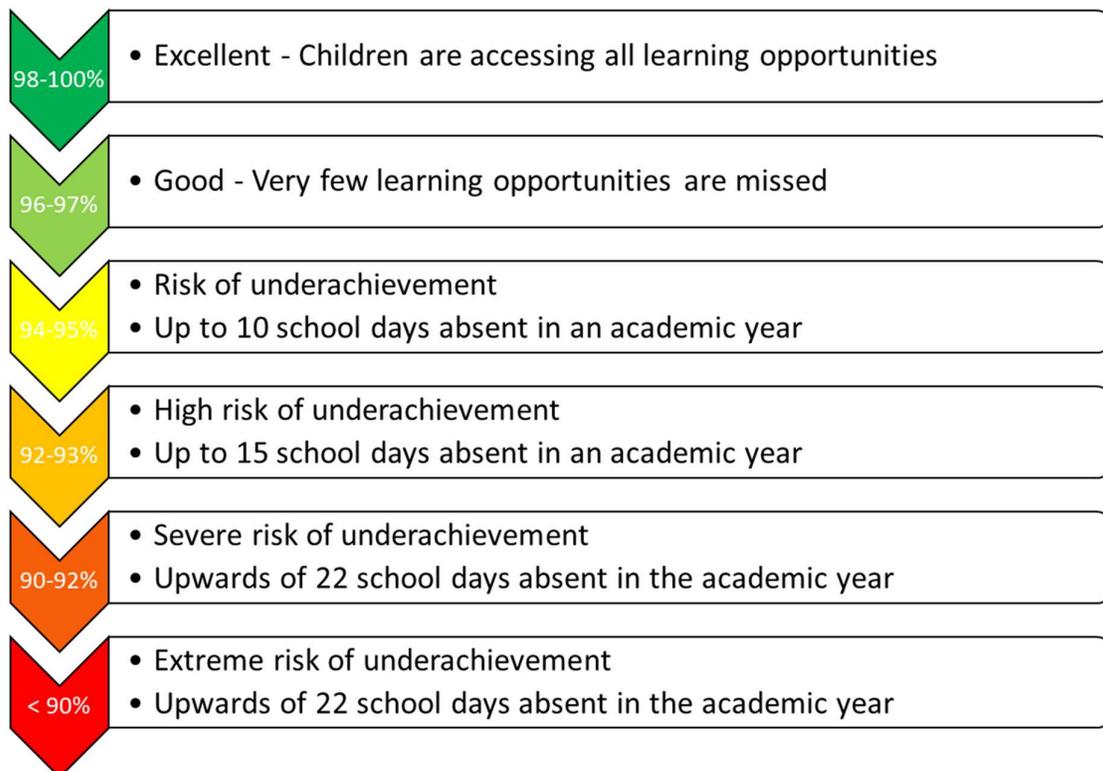
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **08:50am** when school gates are opened and morning activities are started in their classrooms.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.





'On the day' absences: what should I do if my child is not 'fit' to go into school?

On each day your child is unfit to come to school, please report this absence using either MyEd, e-mail or a voicemail on the absence line to let us know. In the message you must leave your child's full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via the school office. You will receive a response, to advise if the request has been granted or declined.

Punctuality

If your child arrives after the entrance has closed at 9:00am your child will miss registration and be marked as late.

If your child arrives between 9:00 am and 9:10am he/she will be marked late.

If your child arrives after 9:10 am he/she will be marked as absent.

Pupils who arrive after the entrance has closed should report to the school office, and explain the reason why they are late. If a pupil is late on two or more occasions, a meeting may be arranged with a member of staff to discuss reasons/ difficulties for lateness.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please speak to your child's class teacher in the first instance if you require any support with ensuring your child's regular school attendance.