

The student entrance will close promptly at 8.33 AM. Children who arrive after this time will be considered late and must sign in at the office.

Our attendance officer will monitor every pupil's punctuality. Children who persistently arrive late at school are at a significant disadvantage to their peers. Late arrivals impact on pupil's social skills and academic achievements. Late arrivals also impact the learning of other pupils. All school-aged children should attend school, on time, each day. Attending school punctually every day will give your child the best start to their education and life. Please call or email our school office if your child is going to be absent from school, as part of our safeguarding responsibility we need to know where your child is.

Children who arrive after the register has closed (9.00 AM) will obtain a U code. U code means that the child, despite being in school, will be recorded as unauthorised for the full morning session. Where a pupil obtains a significant amount of U codes they will be considered as persistently absent and statutory action may be sought from the Local Authority. School finishes at 2.50 PM (providing pupils don't have detentions, interventions or are involved in any extracurricular activities).

Our aim is for all of our children to have good attendance and we are happy to help any families who may need our support.

Below we have outlined the circumstances where we would use the attendance statutory procedures to take further action.

In the first instance, this would be attendance-warning letters, parental meetings, parental contracts and offers of Early Help, and the issue of Penalty Warning Notice letters. If, following a monitoring period, there was no improvement made then a Penalty Notice would be issued.

190 DAYS IN SCHOOL	10 days absent	19 days absent (almost 4 weeks missed)	29 days absent (about half a term missed)	38 days absent (8 weeks missed)	47 days absent (almost 10 weeks missed - over a quarter of the school year)
	180 DAYS IN SCHOOL	171 DAYS IN SCHOOL	161 DAYS IN SCHOOL	152 DAYS IN SCHOOL	143 DAYS IN SCHOOL
100% attendance	95% attendance	90% attendance	85% attendance	80% attendance	75% attendance
Excellent record	Good record	Needs to improve	Cause for concern	Poor	Very poor
Gives the best possible opportunity for success! You are likely to achieve your potential and meet or exceed your targets! Well done!		Gives you less chance of success. You are less likely to achieve your potential and meet your targets.		Much less chance of success. You are unlikely to achieve your potential and meet your targets.	

Glossary and Frequently Asked Questions

General poor attendance

10 sessions or more of unauthorised absence in any period.

Persistent lateness

After registration closed 10 sessions or more of unauthorised/late marks after registration closed.

Rewards

We ensure pupils are recognised for positive school attendance, and celebrated for their achievements.

We do this with:

- Attendance certificates
- Headteacher awards
- Whole class trophy
- Attendance prizes
- Film at end of term
- Special events
- Love2ShopVouchers

What happens if my child has an illness?

We are aware that there may be occasions when pupils fall unwell and are unable to attend school. Where a parent reports that their child is unwell, this must be reported before 9.00 AM with a full and valid reason provided. Where children have mild ailments and could attend school, they must do so. A slight cold and a cough would not prevent a child from attending school.

Where a parent is unwell, they should make alternative arrangements to ensure their child attends school. Failure to do so would result in this being recorded as unauthorised.

What happens if my child can't attend school due to medical appointments?

All pupils will require a medical letter or appointment card in order for absences to be authorised. Where medical evidence is not provided this will be deemed as unauthorised.

Can we take a family holiday during term time?

Absence from school can be granted for exceptional circumstances only. Holidays and day trips should not be taken during term time. Please request any leave in writing and hand this in at the school reception.

Holidays fall in line with the schools and the Local Authority statutory action and we will issue a Penalty Notice for any unauthorised holiday in term time which is 10 or more sessions in a school year (2 sessions is equal to 1 day). Parents should be also aware that any days under this number would contribute towards any future unauthorised absences within the school year.

What happens if my child needs to visit the Home Office or the Passport Office?

Home office visits should be made out of school time in holidays. School will not authorise requests for this.