



School Attendance and Absence

As a school, we aim to have all of our pupils in school every day. Whilst we recognise that pupils may have unavoidable absences at times due to illness and other unavoidable cause, we aim to reduce unauthorised absence and to work with parents and pupils to minimise absence where possible. Our minimum expected level of attendance is 96.4%. We believe that if children are to make the most of the opportunities offered at school it is necessary for them to attend school regularly. We know that good attendance is the key to successful schooling. Through the school year we monitor absences and punctuality to show us where improvements need to be made.

100% - Excellent

99% & 98% - Very Good

97% & 96% - Good

95% - Satisfactory

94% & Below - Unsatisfactory

Below 90% - Cause for Concern. Persistent absentee.

Registration

The school day starts at 9.00am. Children are expected to be in their classrooms and ready to learn by 9.00am. Children who arrive late should come through the school office accompanied by a parent and provide a reason for lateness.

Children arriving after the beginning of the session, without good reason will be marked as late. A child arriving after the register has been officially closed at 9.15am will be marked as absent without authorisation.

Absence

If your child is absent for any reason parents should contact the school office on Tel no: 853879 no later than 09:15 on the first day of absence. If no contact is made then a 1st day response telephone call will be made. Continued absence, without parental contact will result in home visit being made by the FLM.

Medical

When possible medical appointments such as dentist and routine doctor's appointments should be made before or after school hours. We do understand that appointments such as Paediatrician and Consultants appointments can only be made within the school day and these absences will be marked as medical.

Holidays

Leave during term time should be avoided. This includes considering booking a family holiday. This should be discussed with the Head Teacher prior to the holiday being booked. Leave will only be granted in exceptional circumstances. If leave does not meet the criteria then a fixed penalty notice will be requested. For further information about school attendance please refer to our school attendance policy.

"Inspiring Minds, Shaping Futures"

