



Attendance 'Policy on a Page' - Spring 2025

To support our families with understanding our attendance policy we have put together some of the key aspects on one single page – please do not hesitate to ask a member of the team if you have any questions or queries.

What is 'good' attendance?

We strive for 100% attendance for all of our children – however, we know that realistically this is not always possible. Genuine illness, urgent appointments and family emergencies are sometimes unavoidable. We do not want children to miss any more than six days of school across a year.

Why is attendance important?

Good attendance is linked to later life success. Research indicates that children with good attendance achieve better academically, function better socially, develop effective work ethic and are able to contribute more to society. Parents/guardians have a legal responsibility to ensure their children attend school; failing to do so can lead to legal consequences.

How do I report an absence?

Parents/carers are expected to inform school of any absence/potential late arrivals as soon as possible and by no later than 8.45am to ensure registers are accurate. In addition to the school telephone system there is an option to leave a voice message to report absences. It is not advised to use the school Messenger app to report absences/late arrivals in case messages are not picked up prior to registration.

What happens if I do not report my child's absence?

We have a duty to safeguard the welfare of all children. If we are not made aware of the reasons for an absence, we will make phone calls to parents/carers; if there is no response, we will make phone calls to the other contacts we have stored on our system; if there is still no response, we may conduct a home visit. If a family is open to services, we will also make contact with any key workers. In some circumstances, the police may be requested to make a welfare check.

How do I request an absence for a holiday?

Holidays during term-time will **not** be authorised by the Headteacher. If families have a holiday booked during term time, parents/carers are required to complete a Leave of Absence form, prior to the absence, so we are aware of the reason for not attending school. All holidays requested will be referred to the Local Authority for a Fixed Penalty Notice to be issued.

How do I request an absence for another reason?

If a child is required be absent from school for an exceptional circumstance, then parents/carers must complete a Leave of Absence Form prior to the event. Leave of Absence submissions will be reviewed by the Headteacher. Please note that these absences may not be authorised.

What happens if my child is late?

School doors are open from 8.45am and all children need to be in class no later than 8.55am. If a child arrives at school after 8:55am, they must enter via the main reception doors and a note is added onto their morning mark. A late mark (L) will be noted on the child's record alongside the reason for being late and the number of minutes lost for any arrivals after 9.00am. Any child arriving after 9:30am will be signed in and an unauthorised absence mark (U) will be recorded (alongside reasons and minutes lost), which could result in a referral to the Local Authority and legal action taken.

Please note that this 'policy on a page' covers several key concepts from the School Attendance Policy (Spring 2025) however is not fully inclusive of all procedures. An electronic copy of the full policy is available on our website, and a paper copy can be requested from the front office.