



# Attendance & Punctuality



Punctuality is important to your child's education.

Lots of important learning takes place during the first 10 minutes of the day!

## Morning Registration

**School begins prompt at 8:45am!**



If your child arrives after this time they will need to be registered at the Office and will receive a late mark in the register. If your child arrives later than 9:30am he/she will receive an unauthorised absence mark for the morning session.



## Medical and Dental Appointments

Parents/carers are asked to make every effort to book medical and dental appointments outside of school hours and where this is not possible, to avoid school registration periods. Missing registration for a medical or dental appointment is only counted as an authorised absence when evidence of the appointment is presented.

## Absence



If your child cannot attend school because they are unwell please inform the Office by 8:50am on the first day of absence and **every day thereafter until they return**. Call us on 326610; use the school app or just pop in!

If you do not provide a reason for your child's absence, he/she will receive an unauthorised absence mark for the day.

An accumulation of unauthorised absences within a term may result in a Penalty Notice fine.

If you are unsure whether your child should be absent from school then please ring the school for guidance ☺.

The majority of children are fine to come to school with a cold or minor ailment and we would ring you if required.

Note that with your permission, school staff can administer medication in line with our Medical Policy (see our school website).

**Every Minute Counts.....If your child is 5 minutes late every morning during an academic year, he/she would miss over 15 hours of learning. That's almost 3 school days!**

## Holidays during Term Time

**Permission for leave of absence in term time is only granted under exceptional circumstances**

and is strongly discouraged to avoid your child missing valuable learning that may cause them to fall behind.

If you want to take your child out of school during term time, then you must complete an application form available from the Office for consideration by the Head of School. Unauthorised leave of absence may lead to you receiving a Penalty Notice fine. Please use the school holidays instead!

**Why is 95% attendance NOT good enough? 95% = 10 missed school days!**

## Attendance



Children are encouraged to attend school regularly through various incentives. Children achieving 100% are rewarded termly and at the end of the academic year!

It is Trust-wide practise to scrutinise pupil attendance with rigour to ensure that all pupils can fulfil their potential through maximised learning. If you need help or support with any issues that may affect your child's attendance at school, please speak to a member of our staff team who will be pleased to help ☺.



## Diarrhoea and/or vomiting 48 hours

If your child has an upset tummy he/she can return to school once they have been symptom-clear for **48 hours**.