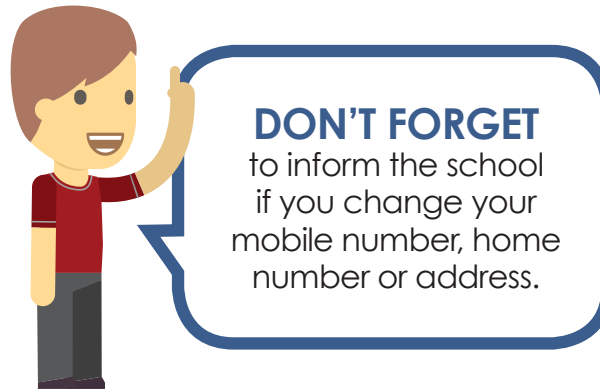


EVERY DAY COUNTS!

BEING LATE ALSO MAKES A DIFFERENCE...

Depending on how **LATE** your child is everyday, they would **LOSE** the following days of education...

5 minutes LATE	3 days
10 minutes LATE	6.5 days
15 minutes LATE	10 days
20 minutes LATE	13 days
30 minutes LATE	19 days



WHO CAN YOU SPEAK TO IF THERE ARE PROBLEMS WHICH AFFECT YOUR CHILD'S ATTENDANCE?

- Attendance Officer
- Class Teacher
- Progression Lead
- Headteacher
- Deputy Headteacher

IF YOU REQUIRE ANY FURTHER HELP OR ADVICE, OR IF YOU HAVE ANY QUESTIONS, THEN CONTACT:

023 8021 5320 or
07788 567 885



KEY STAGE 1 AND 2

ATTENDANCE MATTERS



A guide for parents/
carers and students

SCHOOL STARTS AT 9:05am

Please contact the school by 8:30am on **023 8021 5320** or send a text to **07788 567 885** if your child is unable to attend.

We want your child to learn and achieve. We will work with you to **support** good attendance and punctuality.



The register is taken at **9:05am**. If your child arrives between **9:05am - 9:35am**, they will be marked as **late**. After **9:35am**, they will be marked as an **unauthorised absence**.



If your child is absent and you have not notified the school, we will contact you by an **automated call/text and a personal call**.



We need to ensure your child is safe. If an absence continues and we have not heard from you, we will contact you in writing and ask our **Progression Lead** to visit you at home.



Attendance and punctuality are matters which are taken seriously. Persistent absence and lateness will be referred to the **Education Welfare Service** and can result in a **Penalty Notice or Prosecution**.



EXAMPLES OF AN AUTHORISED ABSENCE



- Genuine illness - Long term absence will require medical evidence
- Unavoidable medical appointments
- Religious observance
- Death of a close relative

EXAMPLES OF AN UNAUTHORISED ABSENCE



- Tired/overslept
- Illness of a parent or carer
- Holiday
- No clean uniform
- Refusal to come to school
- Birthdays



YOUR CHILD SHOULD BE ATTENDING SCHOOL REGULARLY BECAUSE...

- It is the law
- They are more likely to achieve
- They will be more likely to get a job and earn money

REGULAR SCHOOL ATTENDANCE WILL GIVE YOUR CHILD THE OPPORTUNITY TO:

- Make friends and feel included
- Learn and develop new skills
- Increase their confidence and self-esteem
- Improve their social skills
- Achieve their potential

WHAT WE EXPECT PARENTS/CARERS TO DO:

- Contact the school promptly to report an absence
- Make medical and dental appointments outside of school hours
- Arrange for your child to arrive at school on time

WHAT YOU CAN EXPECT OF THE SCHOOL:

- We recognise good and improving attendance
- We will follow up all attendance concerns
- We will challenge you to ensure your child attends every day

HOLIDAYS

The Headteacher will not authorise any leave of absence during term time unless it is for exceptional circumstances only.

Family holidays during term-time are **NOT ACCEPTABLE**.



HIGH ATTENDERS ARE GOOD ATTAINERS

ATTEND AND SUCCEED!