

Attendance

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible.

If your child is absent due to illness, please call the school on 01865 779676 and select 'Option 1' for the absence line and leave a message, on each morning of the absence.

Absence due to illness will be authorised, unless the school considers the level of attendance to be of concern, then we will request medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence for each absence, in order to avoid each missed session being marked as unauthorised. We will not ask for medical evidence unnecessarily.

“Headteachers have the discretion to grant leave, but they should only do so in exceptional circumstances. If a Headteacher grants a leave request, it will be for them to determine the length of time that the child can be away from school”.

However, leave is unlikely to be granted for the purposes of a family holiday.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; however, advance notice is required for authorising these absences.

We encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Applications for other types of absence in term time must also be made in advance.

Granting approval for term-time absence

Headteachers may **not** grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted at the headteacher's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use in the school register.

Punctuality

We urge all parents to ensure your child is in school for registration at:
8:30am for Nursery and Reception classes
8:45am for Years 1 to 6

It is MOST important that the children are able to begin their day calmly and on time. Registration takes place immediately when pupils have entered the classroom. This is often the time when teachers give the children notices and information. We thank all those parents whose children are on time.

If your child is late, their lateness may be marked as unauthorised for that session.

Our Learning Mentor tracks any late arrivals to check for patterns of poor punctuality; any families whose attendance is causing concern will be contacted to arrange a formal meeting.

Persistent absence from school is a serious problem. Research quoted on the DfE website shows that;

- Of pupils who miss more than 50 per cent of school, only three per cent manage to achieve five A* to Cs including English and maths.
- Of pupils who miss between 10 per cent and 20 per cent of school, only 35 per cent manage to achieve five A* to C GCSEs including English and maths.
- Of pupils who miss less than five per cent of school, 73 per cent achieve five A* to Cs including English and maths.