

Help and Support

If you need help with attendance you must **talk to the school about it as soon as possible**. School can support families improve their child's attendance in number of ways.

- Listening to parents and pupil's reason for low attendance
- Attendance Support Meetings
- TAF/Multi-agency meetings
- Making reasonable adjustments
- Leasing with health professionals
- Referral to other services for support
- Home visits

Enforcement

When all other avenues of support are not working or not being engaged with attendance maybe enforced through statutory intervention or prosecution to protect the pupils right to an education.

Key contacts within school

Janet Elmes-Head Teacher
Rachael Carroll- Parent Support Adviser/Attendance Lead
Naomi Treend- SENCO

Mandy Bostock- Office Manager
Paula Dockety- Office Admin

Attendance Policy

Essential information for parents
2023/24



Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.



Punctuality

The school gates are open for children to arrive between 8.40am and 8.55am.

Your child will receive a late mark if they arrive after 8.55am. The register closes at 9.15 am. If your child arrives after this time, they will receive an unauthorised absence mark.

If Your Child Is Absent You Must:

- Contact school by 9am on the first day of your child's absence. This can be done by calling the school office on 01388 604168 or by sending a message on parent pay
- Keep school informed at regular intervals throughout the absence.

If you do not do these things and school cannot contact you via a phone call home, then school may complete home visit to establish the reasons for the absence and to check on the welfare of the pupil and the parent/carer

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a leave of absence not approved by the school, lateness after the register closes or illness without medical evidence (if requested).

Medical Appointments



If it is possible, any appointment should be made out of school time. If this is not possible you should inform the school office and provide proof of your child's appointment. Your child should miss the minimum amount of school time necessary.

If your child is well enough to go back to school following the appointment they should do so.

Medical Evidence

If you are asked for medical evidence you can provide copies appointment cards, letters text messages or other relevant information.

96%

Is the attendance target for all school aged children. Children should to aim miss no more than 7 days from school each academic year.

Holidays / Leave of Absence

You should plan your holidays within school holidays.

Head Teachers can only grant leave of absences from school in **exceptional circumstances**. The school will consider each leave of absence request on an individual basis.

Requests for leave of absences should be made well in advance by requesting a form from the school office. If an application for leave of absence is not made in advance of the absence regardless of the reasons for the absence it will not be authorised.

Unauthorised leave of absences may result in a Fixed Penalty Notice (fine) or court prosecution.