

# School Attendance Policy - Parent Summary

Please see our full Attendance policy - [GLT Attendance Policy 2024\(1\).pdf](#)

Regular school attendance is essential for your child's learning, wellbeing, and progress. Parents and carers are responsible for ensuring that children attend school every day and arrive on time.

Our school gates open at 8.30am and learning starts at 8.45am. Any child arriving after 8.45am will be given a late mark. If a child arrives after 9am this is classed as an unauthorised absence.

If your child is unable to attend due to illness or another unavoidable reason, please inform the school by 9am and provide the reason for their absence by calling the absence line on 01793 872800. The school monitors attendance closely and contacts families when attendance falls below expected levels.

Holidays and other leave during term time will not be authorised unless there is a one off exceptional circumstance. Unauthorised absences may lead to further action in line with local authority guidance.

By working together, we can help every child achieve their best and fulfil their potential through good attendance and punctuality.

## Key Expectations:

Attend school every day unless genuinely unable to do so.

Arrive on time and ready to learn.

Report absences promptly to the school.

Request any exceptional leave in advance.

Work with the school if attendance concerns arise.