



School Attendance Procedures

Ensuring every child succeeds through
punctuality and regular attendance



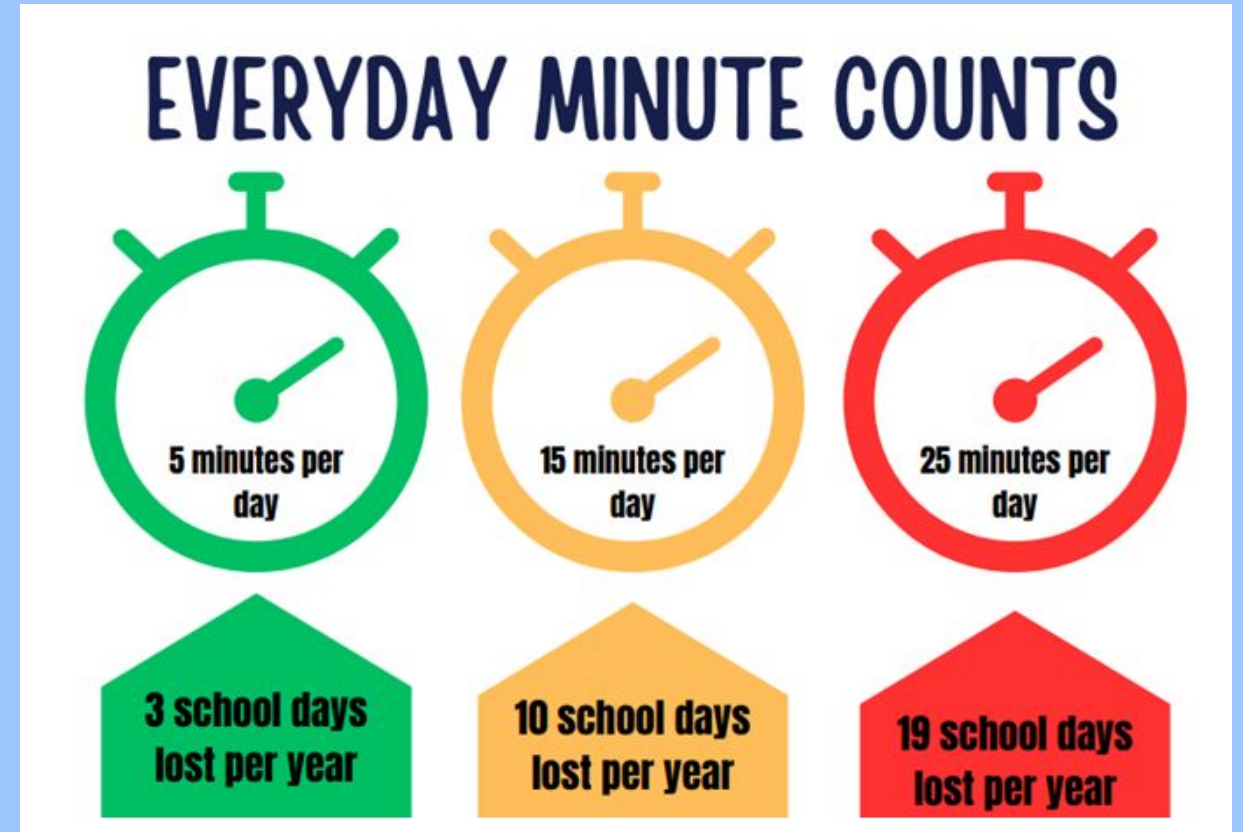
Morning Routine

08:40 AM: School gates open. We encourage children to arrive around this time.

This 10-minute window allows children to come into school, hang up their coats, and settle in calmly.

08:50 AM: The school day officially starts.

Arriving on time ensures your child doesn't miss important morning instructions and starts the day ready to learn.



Late Procedures

Arriving after 8:50 AM:

- Children arriving past the start time will receive a **Late mark (L)**.
- They must enter via the school office to be signed in.

Arriving after 9:30 AM:

- Children arriving after registers close will receive an **Unauthorised AM session (U code)**.
- This counts as an absence and will negatively affect their overall attendance percentage.



What if my child is unwell?

We understand that children get sick. If your child cannot attend school, please follow this procedure:

Please contact the school daily to inform us.

 **01254 53148**

Call as soon as possible, **before 8:30 AM.**

We have a duty of care to ensure all our children are safe and accounted for.



Safeguarding & Policy

If we do not hear from you:

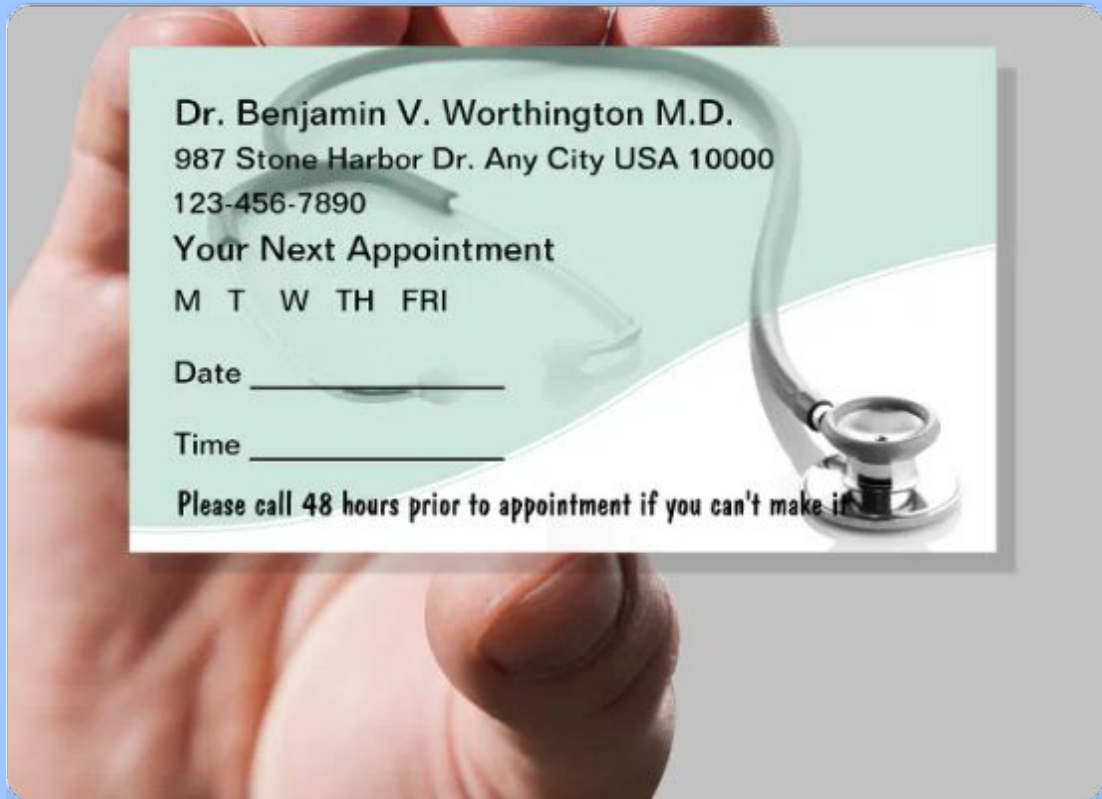
It is our policy to contact you to ensure your child is safe. If we are unable to make contact, we may conduct a home visit as part of our safeguarding duties.

Attendance Concerns:

If we are concerned about your child's attendance record, we will follow our attendance policy and send our 3 point letter system to you to address our attendance concerns.



Medical Appointments



We kindly ask that all medical and dental appointments be made **outside of school hours** whenever possible.

If an appointment during school hours cannot be avoided, you must provide the school with evidence.

Examples of evidence include an appointment card, letter, or text message confirmation.

This evidence is required for us to authorise the absence, if we do not see evidence, this appointment we will not be able to authorise your child's absence from school.

Did you know If your child's attendance is...



Below 50%

Classed as a
**"Severe"
Absence**



Below 90%

Classed as a
**"Persistent"
Absence**



96% and Above

**Our School
Target**
For every child

How we monitor our school attendance

Letter 1



If your child's attendance falls below 96% (school target) you will receive Attendance Concern Letter 1.

This will inform you that your child's attendance has dropped below our school target and will enter a monitoring period.

Letter 2



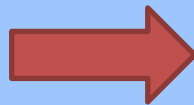
If, after the monitoring period, your child's attendance does not improve; you will receive Attendance Concern Letter 2 to invite you into school for an Attendance Support Meeting to discuss the barriers to your child's attendance.

Meeting



This meeting will allow open communication between school and families to understand what is affecting your child's attending school regularly. An attendance Agreement will be created to highlight parents and schools responsibilities to ensure your child is attending school. This will be signed by both school and parents. Your child's attendance will continue to be monitored.

Letter 3



If no improvement has been made to your child's attendance percentage and we still have concerns for your child's attendance, a referral to the Local Authority Inclusion Team will be made.

We Are Here to Help



Meet Nadia,
our Pupil and
Family
Support
Worker

Worried about attendance?

If you are struggling to get your child to school or have any concerns about their attendance, please do not struggle alone.

You can speak to our **Pupil and Family Support Worker, Nadia.**

Nadia is here to listen, offer advice, and provide practical support for you and your child to ensure they are happy and attending school regularly.