



SCHOOL ATTENDANCE PROCEDURES

Every Minute Counts: Guide for Parents & Carers



The School Day

08:40 Gates Open

08:50 School Starts **Gates Closed.**
Late Mark (L) via Office.



Late Policy

If your child arrives to school past 09:30 am they will receive an **Unauthorised Absence mark (U Code)** which affects their school attendance percentage

Late arrival affects your child's learning and disrupts the class start.



Reporting Absence

Child unwell? Contact us daily **before 8:30am.**

01254 53148

Call School Office

Safeguarding Policy: If we don't hear from you, we must contact you. No contact may result in a home visit.



Attendance Targets

School Target

96%+

Persistent Absence

< 90%

Severe Absence

< 50%



Appointments



Appointments

Please book all appointments outside school hours. If unavoidable, please provide **evidence (e.g., card/letter) is required** to authorise absence.



Support



Need Help?

Worried about getting your child to school? Speak to our **Family Support Worker, Nadia.**