

ATTENDANCE AND PUNCTUALITY

THE INFORMATION BELOW SETS OUT THE KEY ASPECTS OF OUR SCHOOL POLICY

IT YOUR LEGAL DUTY TO ENSURE THAT YOUR CHILD ATTENDS SCHOOL REGULARLY

WHY REGULAR

ATTENDANCE MATTERS

STATISTICS SHOW A DIRECT LINK BETWEEN UNDER-ACHIEVEMENT AND ABSENCE BELOW 96%. REGULAR ATTENDERS MAKE BETTER PROGRESS, BOTH SOCIALLY AND ACADEMICALLY AND AS WELL AS THIS, COMING TO SCHOOL HELPS TO CULTIVATE OUR BRAVE SCHOOL VALUES:

- BELONG
- RESPONSIBLE
- ASPIRATIONAL
- VALUE DIVERSITY
- EMPOWERED

PUPILS WHO MAINTAIN EXCELLENT ATTENDANCE ARE ELIGIBLE FOR SPECIAL REWARDS AND RECOGNITION INCLUDING ATTENDING TERMLY CELEBRATION EVENTS.

REPORTING ABSENCE

- CONTACT THE SCHOOL BEFORE 8.30AM ON THE FIRST DAY OF ABSENCE.
- CALL THE SCHOOL EACH DAY YOUR CHILD IS ABSENT UNLESS IT IS A KNOWN LONG-TERM ILLNESS/ABSENCE.

UNAUTHORISED ABSENCE

NO REASON BY END OF DAY WILL RESULT IN AN UNAUTHORISED ABSENCE MARK

TERM TIME HOLIDAYS

TERM-TIME HOLIDAYS ARE NOT PERMITTED

HOW YOU CAN HELP

- AIM FOR YOUR CHILD TO HAVE 100% ATTENDANCE
- ONLY REQUEST FOR LEAVE IN EXCEPTIONAL CIRCUMSTANCES
- ARRIVE ON TIME. LATE ARRIVALS DISRUPT THE EDUCATION OF OTHERS
- AVOID TAKING YOUR CHILD OUT OF SCHOOL FOR NON-URGENT APPOINTMENTS AND PROVIDE MEDICAL EVIDENCE FOR APPOINTMENTS
- NO TIME TAKEN OFF FOR MINOR AILMENTS
- PROVIDE THE SCHOOL WITH MORE THAN 1 EMERGENCY CONTACT
- BUILD A ROUTINE THAT PROMOTES GOOD PUNCTUALITY AND ATTENDANCE
- INFORM THE SCHOOL IF YOU OR YOUR CHILD ARE HAVING DIFFICULTIES WHICH IMPACT ATTENDANCE AND/OR PUNCTUALITY

MONITORING & PLANS

- ATTENDANCE WILL BE CLOSELY MONITORED INCLUDING PATTERNS OF ABSENCE.
- IF APPROPRIATE, FORMAL PLANS WILL BE PUT IN PLACE.
- REFERRALS WILL BE MADE TO SERVICES AND ORGANISATIONS THAT CAN PROVIDE SUPPORT
- POSSIBLE LOCAL AUTHORITY INVOLVEMENT.

ATTENDANCE SUPPORT

IF YOU ENCOUNTER ANY DIFFICULTIES RELATED TO ATTENDANCE, PLEASE DO REACH OUT TO:

- SAM MATTHEWS (FAMILY SUPPORT MANAGER)
- BUSHRA AGELI (WELFARE OFFICER)
- MS RAWAT (ASSISTANT HEAD)

PENALTY NOTICES

10 (5 DAYS) SESSIONS MISSED IN A 10 WEEK PERIOD
(TERM TIME UNAUTHORISED LEAVE OR IRREGULAR ATTENDANCE)

FIRST TIME - £160 PER PARENT PER CHILD WHEN PAID WITHIN 28 DAYS. REDUCED TO £80 PER CHILD IF PAID WITHIN 21 DAYS

SECOND TIME - £160 PER PARENT PER CHILD WITHIN 28 DAYS. NO REDUCTION

THIRD TIME - CASE TO MAGISTRATES COURT AND POSSIBLE FINE OF UP TO £2,200

WHEN THE SCHOOL BECOMES AWARE THAT THE NATIONAL THRESHOLD HAS BEEN MET A PENALTY NOTICE MUST BE CONSIDERED.

PENALTY NOTICE FINES WILL BE ISSUED TO EACH PARENT FOR EACH CHILD THAT IS ABSENT WITHOUT AUTHORISATION

ATTENDANCE

100% = NO LEARNING MISSED

97% = 5 DAYS OF LEARNING MISSED

94% = 12 DAYS OF LEARNING MISSED

**90% = 19 DAYS OF LEARNING MISSED
CAUSE FOR CONCERN**

**80% = 40 DAYS OF LEARNING MISSED
A SAFEGUARDING CONCERN**

PUNCTUALITY

ON TIME = NO LEARNING MISSED

**5MINS = 3 DAYS OF LEARNING
MISSED**

**10MINS = 6.5 DAYS OF LEARNING
MISSED**

**20MINS = 13 DAYS OF LEARNING
MISSED**

**30MINS = 19 DAYS OF LEARNING
MISSED**