



Dear Parents and Carers,

Firstly we would like to say a huge thank you for your support. Attendance so far this year is 97.3%; which is the highest it has ever been.

Policy

In response to our recent register check and new government regulations our Attendance Policy has been updated, copies available on request from school and you can also view this document on the website. All requests for leave of absence have been and will be considered under this policy.

The process of monitoring attendance is outlined in the policy and the school is following its guidance and instructions. Please be aware that if concerns over a child's attendance persists then the school can make a formal referral to the Local Authority Educational Welfare Service who deals with all on-going issues.

Absence Request (Holidays)

As you are aware when a Holiday Request Form is submitted, unless this reaches the exceptional circumstances criteria, the absence is unauthorised; this is a warning that you may be liable to a Penalty Notice. (You will find the warning information is listed at the bottom of the form.) We have been advised that any forms submitted, from the beginning of September **2015**, which are then followed by an unauthorised absence of 5 days or more will now result in a penalty notice.

Sickness

Remember to please notify the school on the first day of your child's absence, we do have an absence line available to do this in order to save you time. The school reserve the right to request medical evidence regarding an ongoing or continual illness.

Lateness

Children must be in class by 9am every day; school doors are open from 8.50am and close at 9am and gates locked. Registers are taken at 9am. If you arrive after the gates are locked you will need to accompany your child to the school office to sign the late book. Children will be marked as late if they arrive after 9am.

Lateness will be monitored and the Education Welfare Officer does follow this up as it is considered to be as equally serious as absence.

Many thanks again for your support and understanding.