



## Attendance Policy on a Page

[Full Policy is available on the school website](#)

**Your child's Individual School Attendance Target is at least 95% - but the higher the better!**

- Ensure your child attends school regularly and punctually.
- Absence should only happen if your child is significantly ill and therefore unfit to attend school, or if there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty/period of difficulty.
- Notify school by 9:15am through Arbor of your child's absence, giving a reason for the absence as well as a timescale for their likely return.
- After a three day absence parents must contact the school again with an update via Arbor. If there is no contact from a child's parent, this will be marked as unauthorised.
- Where the school does not receive information about child's absence from a parent, the school will contact parents by 9:30 to ascertain the reasons for absence. If there is no response within 15 minutes then a phone call will be made directly to the parent / guardian and other emergency contacts. If there is still no response then the school safeguarding lead will be informed who may visit the home or contact Staffordshire Children's Support and Advice Service.
- Any unexplained absences will be marked as unauthorised absence. It is unauthorised absences that are the evidence for a Penalty Notice or prosecution for irregular attendance.

### Punctuality

School starts at **9.00am** and finishes at **3.30pm**.

- It is important to be on time as the first part of the school day as learning begins at 9:00am.
- Your child is late if they are not in school by 9am, and up to 9:15am and will receive an L mark
- Your child is Late After Registers Close if they arrive at 9.16am or later and will receive a U mark
- If your child receives 5 late codes in a half term then we will write to parents to inform you of our concerns over your child's late arrival. If it continues we will send another letter before setting up a meeting to discuss the situation with you and to find solutions to support you.

### Exceptional Leave- requesting a Holiday or leave of absence during term time.

There is no entitlement to time off during term time. Leave of absence is only granted in exceptional circumstances, at the discretion of the Head teacher, in accordance with the DFE guidance.

- Alongside your request of leave for 'exceptional' circumstances it is parents/carers responsibility to provide all the necessary information and proof of the exceptional circumstance in order to make an informed decision. Without the necessary proof and documentation to support the request for exceptional circumstances absence, the request will be automatically refused. The form is available on the school website.
- Parents/Carers wishing to apply for leave of absence need to fill in an application form well in advance (with a minimum of 2 weeks' notice unless there is a family emergency) and before booking tickets or making travel arrangements.
- Please be aware that a Headteacher should not authorise leave of absence after the event, if a parent failed to inform the school. If school become suspicious over an absence, then further investigations may occur to ensure the safeguarding of your child.
- If your request for leave is granted under exceptional circumstances but your child does not return to school at the time he/she is expected (i.e. the date following the leave of absence) and no information is available to explain or justify the continued absence, this absence will be recorded as unauthorised.

If term time leave is taken without prior permission from the school, the absence will be unauthorised and you may be liable for a penalty notice fine (issued by the Local Authority.) If you choose not to pay the fine you may face prosecution if the absence meets the criteria set out in the Local Authorities Code of Conduct.