

ATTENDANCE

Absences will be regarded as unauthorised in the following circumstances:

- Where a pupil is absent without prior notification and no explanation is provided for absence
- Where the explanation is unsatisfactory and the absence could have been avoided, e.g. woke up late, or sibling was ill
- Where the school has reason to doubt the validity of parental explanations.
- Where a child is off for medical or sickness reasons immediately prior or after a school holiday for 5 days, and no evidence is provided
- Holidays and trips abroad will be unauthorised
- Leave taken during term time which is not deemed exceptional

Parents – please remember to:

- Ensure that children attend school regularly and are on time. Starting times are 8.30 and 12.30 for Nursery, and 9.00 for Infants.
- Inform the school by 9.30 a.m. by telephone, email or via the school's website, on the first day of a child's absence, with an explanation for the absence
- Ensure that prolonged periods of absence are avoided. This includes any trips during term time.
- Avoid medical and dental appointments during the school day

A fixed penalty fine may be issued in the following circumstances:

- At least 10 sessions (5 school days) are lost due to unauthorised absence in any 5 week period;
- Parentally condoned absence
- Unauthorised term time leave (includes holidays): any parent who takes a child out of school for term time leave of more than 10 sessions (5 school days), not authorised by the school under exceptional circumstances rule)
- Unauthorised delayed return from extended holidays
- Where a child is off for medical or sickness reasons immediately prior or after a school holiday, totalling an absence of 5 days, and no evidence is provided – e.g. 1 day sickness, 4 days unauthorised absence due to holiday
- Persistent late arrival at school (after the register has closed) equivalent to 10 occasions in any 5 week period (even where attendance for the whole academic year is above 90%)