Attendance Policy

School Times
Doors open at 8.50 a.m.
Register at 8.55a.m.
School finishes at 3.15 p.m.

Lateness
Children and parents know they are expected to be entering the cloakroom or classes at 8.50a.m. Parents are reminded of this during annual class induction sessions and regularly in newsletters. Parents are also reminded of the importance of collecting their children on-time at the end of the day; 3.15p.m.

The Headteacher will carry out lateness checks on a regular basis and will write to parents where lateness becomes persistent.

Lateness beyond the close of register will be counted as a half day absence.

Non-Attendance
Children are identified as absent from school by the computerised register system.
Children are classed as having 'authorised' absence if parents notify school as to the reason for the absence (verbally or in writing) and this is accepted as being reasonable. If no reason for absence is received by 9.30a.m, the Secretary will phone the child's home to ascertain the reason for absence. Where absence is not 'authorised' it will be recorded as 'unauthorised'.

Unauthorised absences are extremely rare as all cases of absence are followed up by the secretary and/or class teacher until a reason is given. Any outstanding aunauthorised absences are reported to the Head teacher who contacts parents as is felt appropriate.

Holidays in term-time
The Head is no longer able to authorise holidays in term time. If in exceptional cases a parent needs to take a child away during term time and explanation should be submitted in writing and if necessary the Head will request a meeting with parents.

In serious cases of absence and lateness, the Attendance Officer employed through the Family of Schools will contact the parents and if felt necessary make a home visit.

The Head Teacher reports termly to the Governing Body on attendance. Government targets for the school are challenging but achievable as has been shown by our high levels of attendance year on year. School has an annual attendance target.

Reviewed June 2014