

ATTENDANCE AND PUNCTUALITY

Be Ready to Learn

Be Punctual

All students are expected to arrive at school between 8:50am and 9.00am so they are ready to start school at 9am.

The main school doors are closed at 9.00am. Students arriving after this time must report to the office on arrival.

In the case of persistent lateness parents will be invited to attend a meeting to discuss the issue.

In order to maximise learning time, we undertake activities during registration to prepare children for the day ahead.

Have 100% Attendance

All students should aim for 100% attendance in order to learn. Research shows that high attendance is reflected in better achievement. Children achieving attendance targets will receive certificates at end of term assemblies.

- If your child has to be absent for any medical reasons such as appointments, the **office** must be informed in advance and a note put in planners. Please try to make all appointments outside of school hours. If you do need to collect your child to attend an appointment during school hours please report to the office. If no one is available, please ring the main school doorbell.
- Absence through illness must be reported each day of the absence (unless a sick note is given or a date of return) to the school office, before 9.05 by telephone.
- As from 1st September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 have come into force. These amendments make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If such leave is granted the Head teachers will determine the number of school days a student can be away from school. No reference is made to family holidays or extended leave. This means that parents can no longer apply for holiday leave during term time.
- Penalty Notices are issued in cases of poor attendance and for unauthorised absence in term time. The Penalty Notice fine is £120 per parent per student, which reduces to £60 if paid within 21 days.

Government guidelines now require schools to intervene at the earliest indication of possible attendance problems. This means that all students with attendance below the school and government target of 95% will become part of the attendance monitoring group. I would ask you to look at the table below which gives an indication of how we expect our school attendance action plan to operate.

GREEN	95% - 100%	This is the expected attendance target level for all students.
AMBER	90% - 95%	This level will trigger early action to establish and investigate the reasons for absence. Meetings are held in school with parents to discuss issues and develop strategies for improvement.
RED	Below 90%	This is the government threshold for Persistent Absentee status. Cases are referred to the Local Authority School Attendance Officer at this stage and Fixed Penalty Notices of £120 may be issued.

It is widely accepted that there is a strong link between regular attendance and levels of attainment whilst at school. We look forward therefore to further developing the effective relationships that have already been established between students, parents and the school to ensure that all students achieve their full potential.