Attendance & Punctuality Newsletter

Autumn Term 2026



ATTENDANCE EXPECTATIONS

The doors open at 8:35am and the school day starts at 8:40am.

The school gates open at 8:30am and close at 8:45am. Any children arriving after this time must enter school through the Main Office.

The registers open at 8:40am. Any child arriving after this time will receive a late mark.

Children arriving after 9:10am will receive an unauthorised morning mark.



ATTENDANCE PROCEDURES

PROCEDURE FOLLOWING PUPIL ABSENCE

If your child is absent, please contact the school before 9:00am.
Parents/carers are expected to call the school each morning that a child is absent. If we do not hear from parents, we will make attempts to contact parents/carers using all available contacts. If no contact is made a home visit will be undertaken.

THIRD DAY OF ABSENCE

Futher action may be taken after the third consecutive day of absence.
After the third consecutive day of absence, the school will take further action regardless of whether contact has been made with parents/carers. This will include a home/welfare visit if deemed necessary by the Headteacher.

MEDICAL APPOINTMENTS

Medical appointments should be arranged out of school hours wherever possible.
Evidence may be required to authorise absences due to appointments during the school day.



DID YOU KNOW?

Every school day matters.

- **95% attendance** = around 10 days missed each year.
- **90% attendance** = around 19 days missed each year.
- **10 minutes late every day** = over 30 hours of lost learning across a school year.

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AUTHORISED & UNAUTHORISED ABSENCES

Not all absences can be authorised by the school.
School can only authorise absences in line wth government guidance and Trust procedures.

REASONS FOR WHICH ABSENCE WILL BE AUTHORISED

- Sickness/illness, (Evidence may be required for prolonged absence)
- Medical appointments that have to be made during school hours
- Approved religious observance
- Exceptional family circumstances. (Authorised by the Headteacher/Head of School)

REASONS FOR WHICH ABSENCE WILL NOT BE AUTHORISED

Any other reasons, such as those listed below, are unacceptable reasons for absence from school:

- Term-time holidays
- Getting up late
- Looking after brothers or sisters or relatives
- Shopping
- Birthdays
- Visiting friends and family
- If a child's attendance falls below 90% and medical evidence cannot be produced.

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10-week period.



LEAVE OF ABSENCE

Leave of Absence requests will only be authorised in exceptional circumstances.
Parents wishing to request leave during term time must complete a Leave of Absence Request Form at least two weeks before the intended absence. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved in advance will be marked as unauthorised.

Family holidays will not be considered exceptional.

Leave of absence may only be considered in the following circumstances:
Service personnel who are prevented from taking holidays outside term time; an acute crisis within the family, where the family needs to spend time together to support each other; court order/formal agreement where parents have separated.