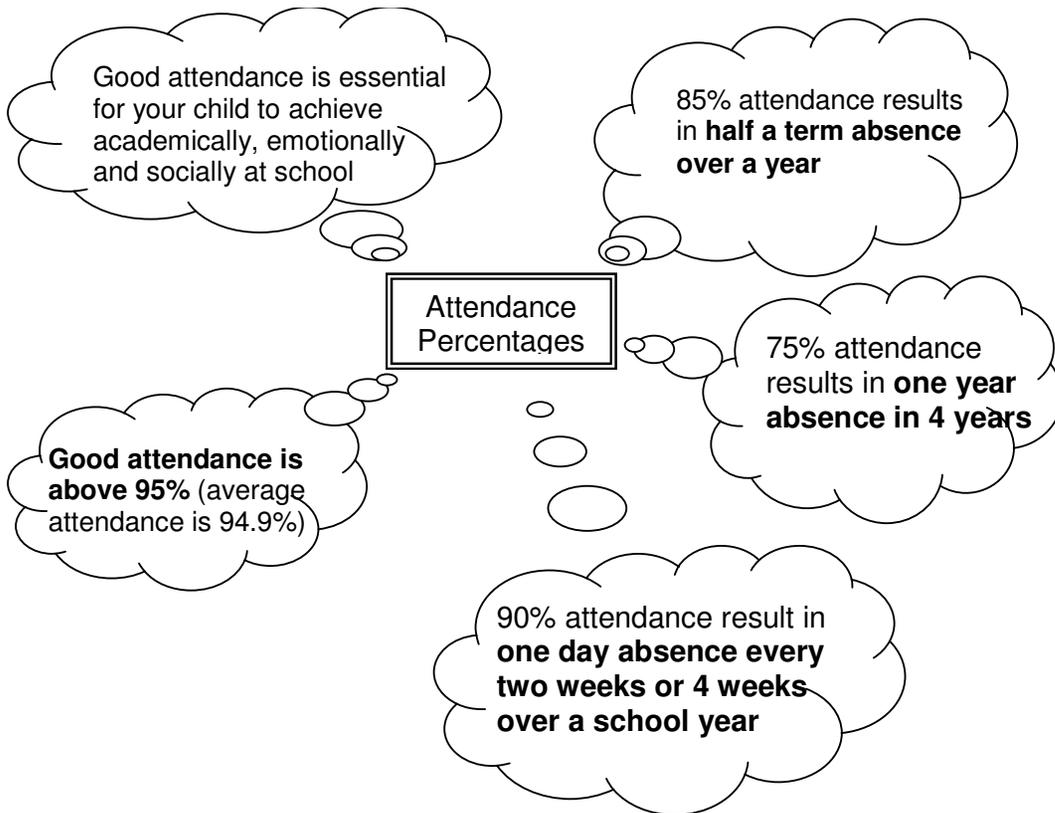


**What is considered good attendance?** Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. Good attendance is considered above 95%, or approximately no more than one day of absence each half term.

**What is an acceptable absence?** An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason. For example, if a parent takes a child out of school to go shopping during school hours. **School will not authorise an absence when no prior notice has been given to school**, unless in very exceptional circumstances).



Staff and parents will work together to ensure good attendance.

**Parents will:**

- Ensure that their child arrives at school on time;
- Ensure any child arriving after the start of school accesses school via the main entrance;
- Contact the school on the first day of any absence **before 9.30 am**, (reasons will only be accepted from parents / carers of child concerned);
- Contact the school **in advance** if their child will be absent for any reason (e.g. medical appointment);
- Make any requests for absence due to holiday on a holiday form available from the school office.

**School will:**

- Take registration each morning and afternoon (*two sessions per day*);
- Consistently record reasons for absence and indicate if absence is authorised or not
- Record an attendance as 'late' after 9.00am; (arrival after 9.30am is deemed 'late after registers closes' and is classified as an absence for the morning session)
- Contact parents / carers on the first day of any absence if no reason is given by 9.30 am;
- Contact parent / carer if attendance becomes a concern (below 85%) and invite parent / carer to school to discuss ways that attendance can be supported and improved;
- Ensure that parents are aware if their child's attendance has the potential to become a concern by informing them if it falls below 90%.

School will **only** grant applications for **holidays in term time** in special circumstances and when:

- Holidays **do not** take place in September;
- Holidays are not during national assessments during May;
- A child's attendance is **above** 90% (during the previous 12 months);
- The request is for no more than 10 school days in a school year.