

## Attendance

Regular attendance is really important to your child's progress at school. We do understand that children get ill from time to time and we would of course expect the child to take time off to get well before returning to school.

If your child is ill please contact the school on the first day of absence so we can update our records. As a matter of course, we may ring your home or text if we do not hear from you. A message left on our answer machine will suffice.

## Holiday / Leave of absence Requests

Government legislation dictates that no parent or carer can demand leave of absence as a right. An application for time off during term-time should be completed as far as possible in advance and **at least 6 weeks** before the first date of the period of leave being requested.

Requests can only be made if the reason is considered to be an 'exceptional circumstance'. Each application will be individually considered by the headteacher however, if the child's attendance is already or likely to drop below 95% then authorisation cannot be given. Please note that if parents do not provide a reason for pupil absence then it will be recorded as unauthorised.

## Unauthorised Absences

Where a child's attendance rate is persistently low and causing concern, the head-teacher can refuse any further absence. In this situation, any absence would be recorded as unauthorised. We have by law to keep a record of 'unauthorised absences' over the school year.

## Sharing attendance information

At the end of the Autumn and Summer terms, we routinely send out an attendance letter to advise parents about the attendance level of their child. During the Spring term, this information is shared via the annual report. If there is an issue or concern over a child's attendance then this letter will advise about the support available.

## Celebrating Punctuality & Attendance

Each term we celebrate 'good' pupil attendance & punctuality during our celebration assembly where children with attendance of 95% plus receive a certificate. At the end of the school year, children who have maintained the 95%+ attendance level also receive a gift voucher.

