



Attendance



When does my child need to be in school?

Your child should be in school in good time for morning registration. All pupils must also ensure they are on time for afternoon registration or they will be marked as late or absent.

What happens if my child is late?

Registers close at 9:15am. If your child arrives after 8:45am (Year 1) and 8.55am (Reception) but before the time the register closes, they will be marked as late. If your child arrives after that, they will be marked as absent.

Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we may phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

What reasons will the school accept for absences?

- illness
- emergency dental/medical appointments
- day of religious observance
- family bereavement
- attending an interview for a school, service, etc
- family holiday (only when prior approval has been given – see leave of absence Q&A)
- extended family visits abroad (only when prior approval has been given – see leave of absence Q&A).

You should ask for permission in advance for your child to be absent from school, giving full details by means of a Leave of Absence Form available from the School Office) unless it involves illness.

In cases of recurring absences through illness you may be asked to produce a medical certificate or other corroboration of any condition affecting your child.

What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters etc.

Will the school contact me if my child is absent?

The school operates a first-day response for absences: we may phone you if we have not heard from you. This is because we believe it is our responsibility to ensure pupils' safety as well as their regular school attendance.