

Appendix 2

Attendance Summary for Parents

Our Expectations of You	What We Will Do
<ul style="list-style-type: none"> • Ensure your child attends school every day. <ul style="list-style-type: none"> ○ School start time: 8.45am ○ School end time: 3.30pm ○ The class register will remain open until 8.55am and pupils arriving before this time will be given a present mark (/). ○ Any child arriving at school between 8.55am and 9.10am will be given a late mark (L). ○ If a child arrives at school after 9:10am, this will be recorded as an unauthorised absence. • Notify school as soon as possible if your child is going to be absent. • Only request time out of school if there are exceptional circumstances. (Insert link or details of where to access leave of absence form here.) • Book any medical appointments outside of the school day when possible. • If a child is going to be absent (eg: in the event of illness) contact the school office before 8.40am so that the reason for absence is known and can be recorded in the register correctly. If the absence continues, parents should contact the office each day, unless a longer period of absence has already been communicated and agreed. 	<ul style="list-style-type: none"> • Have a clear school attendance policy. • Support all pupils to feel welcomed at school. • Contact home by 10am if a child is absent and we haven't had a reason. • Where we have concerns, and we haven't had any contact from home, we may make house calls. • Provide a point of contact for parents to discuss any attendance concerns: Insert name and contact details here • Develop a whole school culture that promotes the benefits of good attendance e.g. attendance awards, letters.
Actions When Attendance is a Concern	
<ul style="list-style-type: none"> • Where attendance falls between 90 and 95% 	<ul style="list-style-type: none"> • Share attendance information on a termly basis. • We may write to you, letting you know about our attendance concerns and offering support.
<ul style="list-style-type: none"> • Where attendance falls below 90% 	<ul style="list-style-type: none"> • We will write to you, letting you know about our attendance concerns and offering support. • We will initially monitor attendance for a 6 week period. • If attendance doesn't improve, we will write to you again to arrange a meeting to discuss our concerns and create an action plan. • We will explain possible legal interventions.
<ul style="list-style-type: none"> • Where attendance is persistently below 90% and there has been no improvement following support offered 	<ul style="list-style-type: none"> • Initiate 'Notice to improve' attendance plan or 'Improving Attendance Contract' to be in place for a set monitoring period. • If attendance does not improve, school will refer to the Local Authority for fixed penalty notice or court procedures.
Leave of Absence/Holidays in term time	
<ul style="list-style-type: none"> • School will only authorise leave of absence during term time where there are exceptional circumstances. • School will not authorise holidays during term time. • The following are examples of reasons not deemed to be exceptional: <ul style="list-style-type: none"> ○ My work does not allow me to take holidays during the school holiday periods ○ Days overlapping with the beginning or end of term ○ My child needs a holiday at quieter times due to their needs ○ Our holiday has been gifted/arranged by others and we did not have a choice of dates ○ My child has good or 100% attendance ○ Availability of cheaper holidays and travel arrangements ○ We booked the holiday before checking with the school 	

- Holiday dates of siblings/family at other schools are different
- Day trips/Birthday plans
- It's a special sporting fixture/show/event I want my child to attend
- If a child has been reported as unwell and a holiday is suspected, school will report to the local authority for a penalty notice fine. School is expected to carry out home visits.
- Parents will receive a warning of penalty notice for unauthorised leave.
- School will notify parents of penalty notice, should unauthorised leave of absence be taken (10 sessions over a 10-week rolling period).

Pupils arriving late to school

- Pupils arriving after the register closes will be marked as unauthorised. This is after 9.10am.
- If a child is late after the register closes for 10 sessions over a 10-week rolling period. School may notify parents of a penalty notice.
- Parents will receive a warning of a penalty notice for unauthorised leave. Parents will receive a warning of a penalty notice for unauthorised leave.
- If a child is late after the register closes for 10 sessions over a 10-week rolling period. School will notify parents of a penalty notice.