

Attendance Procedures

We Can't Teach an Empty Chair!



#gottabeintowin



Regular school attendance is crucial for your child's educational progress. Being present allows children to form lasting friendships, develop essential interpersonal skills, and contribute to better mental health and overall wellbeing

AUTHORISED ABSENCE

Schools can only grant levels of absence for specific circumstances set out in the 2024 attendance regulations.

The permitted circumstances are:

- Taking part in a regulated performance or employment abroad.
- Attending an admissions interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

Unfortunately, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Understanding Unauthorised Absence Penalties

1. First Term-Time Absence

Penalty: £160 per parent, per child

Discount: Reduced to £80 if paid within 21 days

2. Second Offence (within 3 years)

Penalty: £160 per parent, per child

No discount available this time

3. Prosecution Possibility

After repeated offences, the Local Authority may choose to prosecute rather than issue another fine.

4. 10 Unauthorised Sessions (5 School Days) in 10 Weeks

A penalty notice may be issued. The 10-week period can span across terms or school years

This includes being late to school:

- Registers close at 9:05am
- If your child arrives after this time, they will be marked absent for the whole morning.
- This will appear as an unauthorised absence on their attendance record.

Why Attendance Matters

Coming to school every day helps your child:

- Keep up with learning and make steady progress
- Achieve their best through regular teaching and practice
- Take part fully in lessons and school activities
- Access support from teachers when needed
- Build friendships, confidence and independence
- Develop positive routines and lifelong habits

🏆 We encourage good attendance and celebrate it with a range of rewards 🏆

ATTENDANCE REWARDS!



OWN CLOTHES DAY



WEEKLY 100% CLUB RAFFLE



ONE PIECE LESS HOMEWORK



EXTRA PLAY



ENCHANTED FOREST



EXTRA CHROME BOOK TIME



HARIBO



ICE LOLLIES



Cadbury