

Attendance Parents/Guardians Guidance

We would like to ask for your support in making sure all of our children gain the maximum benefit from learning within our school through regular and punctual attendance. Attendance is one of the few areas in life where 90% is poor, as in practical terms this translates to missing nineteen full days of school each year. It can also be surprising to realise that being just five minutes late for school every day would add up to over three full days of school missed each year! The minimum level of attendance for an individual in our school is 96%.

As a school, we are required to record attendance data twice a day; once for the morning session and once for the afternoon session. Therefore, there are ten possible sessions in each full school week and one day's absence would be recorded as two sessions.

The school registers are taken promptly at 09:00am, so it is important for your child to be in the Studios before then. If your child arrives after the registers have been taken, this can have an unhelpful impact on the start of their day. We have probably all had the experience of arriving late at an event and would recognise that this is both uncomfortable as well as affect our experience of that event.

We do recognise that lateness can be unavoidable at times. However, if a child arrives thirty minutes or more after the register has been taken, they will be marked as **late after the register closes** for the statutory morning mark. In terms of absence reporting and school records, this is recorded as an **unauthorised absence**.

We also know that in most cases any problems around attendance can be sorted out by talking things through. We are keen to work with parents, and to provide whatever support we are able, to ensure every child attends school regularly and at the correct times.

The following procedures are in place to ensure all children are promptly accounted for and that any absences are followed up in a timely manner. Please do let us know if you have any questions or concerns.

Morning Arrival

Phase 1 & Phase 2

The Studios are open from 8.30am, when there is an informal opportunity for children to take part in a play-based learning activity. During this period, adults can spend time alongside their child, speak to staff or catch up with other parents for up to half an hour. Parents are expected to leave the building at 8.55am (at which point the back gate is closed) and the Studio registers are taken promptly at 9.00am.

If you arrive after 9.00am, you must sign your child in via the Inventory electronic system located in the main foyer at the front entrance to the school.

Phase 3 & Phase 4

Students are able to enter the Studios from 8.30am and the registers are taken promptly at 9.00am. After the school gate closes at 8.55am, students are required to enter the building via the main foyer. If students arrive after 9.00am, they must sign in via the Inventory electronic system located in the main foyer.

Sickness Reporting

If your child is absent due to sickness, you should contact the school promptly before 08:30am on the first day of illness **and** on a daily basis for any subsequent days of sickness. Prompt and regular notification of absence ensures children are kept safe at all times, and also time spent by staff following up student absences unnecessarily.

If we have not received any notification of absence, staff will send an automatic text message via our school management software, to all Primary Guardians registered for the child. The text requires the guardian to contact the school as soon as possible to provide an explanation for the absence. This enables us to record the correct absence mark; if we are not provided with an explanation, an **unauthorised absence** mark will be applied. *Where we cannot get in touch with the primary guardian and/or we do not receive any reply from them, we will attempt to make contact with the other named contacts that you have provided.*

If your child is absent for more than two days with no response or contact from the primary guardian then we will raise this with the Education Welfare Service who may do a home visit. For us, this would be considered a safeguarding issue as we would not if your child and you are safe and well.

Medical/Dental appointments

Where possible, non-urgent medical/dental appointments should be arranged outside of school hours. If an appointment does fall during school time, prior notification should be given and a copy of the appointment letter provided. This is very helpful as staff can record the absence correctly in advance and you will not need to 'phone in on the day.

Other Absence (Exceptional Circumstances)

Requests for absence during term time must be made in advance and in writing by submitting an Absence Request to the Headteacher. The absence cannot be taken until it has been authorised **and it can only be agreed in exceptional circumstances.** The student's attendance statistics and learning development will be considered when making a decision, alongside government guidelines and statutory requirements.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract consequences such as a Penalty Notice from the Local Authority.

Collection Times

Collection (and/or end of school day) are as follows:

Phase 1	- 3.40pm
Phase 2	- 3.50pm
Phase 3 and 4	- 4.00pm

Should your child need to leave school before their Phase's collection time, they must sign out via the Inventory electronic system located in the main foyer, noting the reason for leaving early.