

Attendance Information

The Law

The law entitles every child of compulsory school age access to a full time education. Parents have a legal responsibility to ensure their child attends school.

The School Day

- Doors open at 8.40 am – children enter the school and begin morning work. They should be seated by 8.45am
- Registration starts at 8.50 am – doors are closed. Children are late if they arrive after this time. They must enter via the main office.
- Registration closes at 9.10 am – after this time any arrivals are classed as an unauthorised absence.

Note – 10 unauthorised absences in a 10 week rolling period results in a Penalty Notice

Rewards

- Daily points – 10 for attendance, 10 for arriving on time
- Children can swap points for prizes at the 'Attendance Shop'

Absence

The Head of School will only grant a leave of absence to a pupil during term time if the request meets the circumstances set out in the 2024 school attendance regulations. These are:

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

Exceptional circumstances are one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance. Events such as birthdays, shopping trips or days out are not classed as exceptional circumstances and absences for these reasons will be unauthorised.

As a leave of absence will only be granted in exceptional circumstances, it is highly unlikely a leave of absence will be granted for the purposes of a family holiday.

Holidays will be classed as unauthorised absences. 10 sessions of unauthorised absence (5 days) will result in a fixed penalty notice of £80 per child per parent. Please see the guidance document you have been sent. Parents were notified of these changes in the Summer term.

