

## Supporting your child with excellent attendance

Try to make medical appointments after school or during the school holidays whenever possible.

Encourage your child to be resilient and to look forward to learning new things.

Make sure your child has what they need for school each day. It can be helpful to do this the night before.

If your child is too poorly to attend school, please telephone us by 9:00am. Please let us know the type of illness they have. If they are absent from school for more than one day, please call the school each day to update us.

Bring your children to school on time (8:50am) and collect them on time (3:30pm).

School finishes at 3:30pm. Please ensure that you let your child's class teacher know if someone different is collecting your child as we have a duty of safeguarding towards your child.

Regular and punctual attendance is vitally important for raising achievement and developing the potential of your children.

As a school, we expect that all students attend school every day that the it is open unless there is an unavoidable reason for not doing so.

Did you know that 90% attendance is the same as one day absent per fortnight or a half a day off per week. This level of attendance from Year 2 to Year 6 is the same as missing half a year of school! Children with this level of attendance are considered as

persistently absent and this significantly impacts on their achievement.

For more detailed information, please see our school attendance policy, which is available on our school website.

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Attending  
School

2024

# Authorised Absence

Only the school is permitted to authorise any absences and this may include: illness, religious observance, family bereavement. There will be some rare occasions when other reasons for absence may be authorised but please come and talk with us.

# Unauthorised Absence

There are times when children are absent for reasons that the school will not authorise. These are called unauthorised absences and include such examples as:

- Going for a family holiday
- Having a birthday treat
- Over sleeping
- Waiting for a delivery
- Being absent and no explanation for this

All absence that is causing concern is brought to the attention of the Education Welfare Officer, who visits the school each term and may contact you to discuss any attendance related issues.

The Local Authority has the power to take legal action to ensure that your child does not miss out on their education.

# Holidays

The Department of Education's policy is that schools should not authorise holiday in term time.

Please take your family holidays during the 12 weeks that the school is closed. These dates are published on the school's and South Gloucestershire website, a year in advance

10+ unauthorised absences may lead to penalty notices being issued by the local authority or legal action being taken.

(There are 10 sessions in a week: am and pm.)

## Punctuality

- The register is taken at 8:55am. In Key Stage 1 and EYFS, the afternoon register is taken at 1:00pm and the Key Stage 2 register is taken at 1:15pm.
- Your child should arrive at school between 8:40am and 8:50am.
- If your child arrives after 8:55am, please **bring them** to the school office, so that their arrival can be recorded. A reason for lateness will be requested by our office staff.
- If your child arrives 30 minutes after the register is taken (after 9:25am), they will be marked as having an unauthorised absence.
- If your child is marked absent in the register and the school has not been notified, then we will contact you to ensure that your child is safe.

Our Education Welfare Officer can support the school and families when/if they need help.