

Important: Attendance Monitoring Procedures

Good attendance and getting to school on time helps your child to be a good learner. As you may know, pupil attendance is rigorously monitored within school and by the Local Authority's Attendance Monitoring Officer. However, as a result of new Attendance Guidance (2024), we have a duty to monitor pupil attendance and punctuality more stringently.

Attendance

- If your child is absent from school, you must **ring the school office before 8.30am** or **send a message via 'Dojo' to the class teacher** giving an **appropriate reason** for the absence.
- If you do not contact school on the first day of absence, a phone call home will be made on the second day of absence to find out the reason for this absence and this will be recorded for school record.
- Where no reason is provided within a 1 week period after returning to school; the absence will remain unauthorised. *Pupil's with attendance under 90%, who are absent, will be marked unauthorised unless evidence is provided.*
- An attendance update will be sent at the end of each term to inform parents of their child's current attendance and any concern.
- **Persistent absenteeism (attendance below 90%)**, is monitored by the school and the Attendance Monitoring Officer - you may receive a letter if your child's attendance becomes a concern or be invited to attend an attendance meeting.
- **If your child is absent due to a medical appointment, evidence must be provided otherwise the absence will remain unauthorised.**
- 10 unauthorised sessions within a 10 week period may lead to a Penalty Notice Fine issued by the Local Authority Attendance Enforcement Team.

Punctuality

The school day starts at 8.45am. A continuous entry system is in place **between 8.40am and 8.45am.**

- The school gate is locked at **8.45am**.
- Children arriving after **8.45am** will enter school through the main entrance.
- Children who arrive between **8.55am** and **9.25am** are marked as 'late during registration'.
- Children who arrive after **9.25am** are recorded as an unauthorised absence.
- Persistent late arrival is monitored by the school and the Local Authority Attendance Enforcement Team.