

Understanding Your Child's Attendance Record

Each school day is divided into two sessions:

- Morning session
- Afternoon session (after lunch)

Your child receives **one attendance mark for each session.**

- If your child arrives after 9:10am, they will be marked absent for the morning session.
- If they arrive after 1:30pm, they will be marked absent for the afternoon session.

Each missed session counts as half a day of absence (1 of 2 daily sessions). This applies to both:

- Authorised absences (such as illness or medical appointments)
- Unauthorised absences

This system follows government attendance regulations.

How This Affects Attendance Records

Because attendance is recorded by session, even short appointments can count as half a day of absence.

For example:

If your child has a medical appointment between 8:40am and 9:30am, it will be recorded as absent for the morning session (½ day) — even if they attend part of their lessons later that morning.

We know that it can be difficult to arrange medical or dental appointments outside school hours. However, where possible, we kindly ask that appointments are made outside of teaching time, as these absences — even when authorised — still affect your child's overall attendance record.