

## What is considered good attendance?

Regular and punctual attendance is essential for effective learning, promoting positive relationships and developing good attitudes to education. Good attendance is considered **above 95%**, or approximately no more than one day of absence each half term.

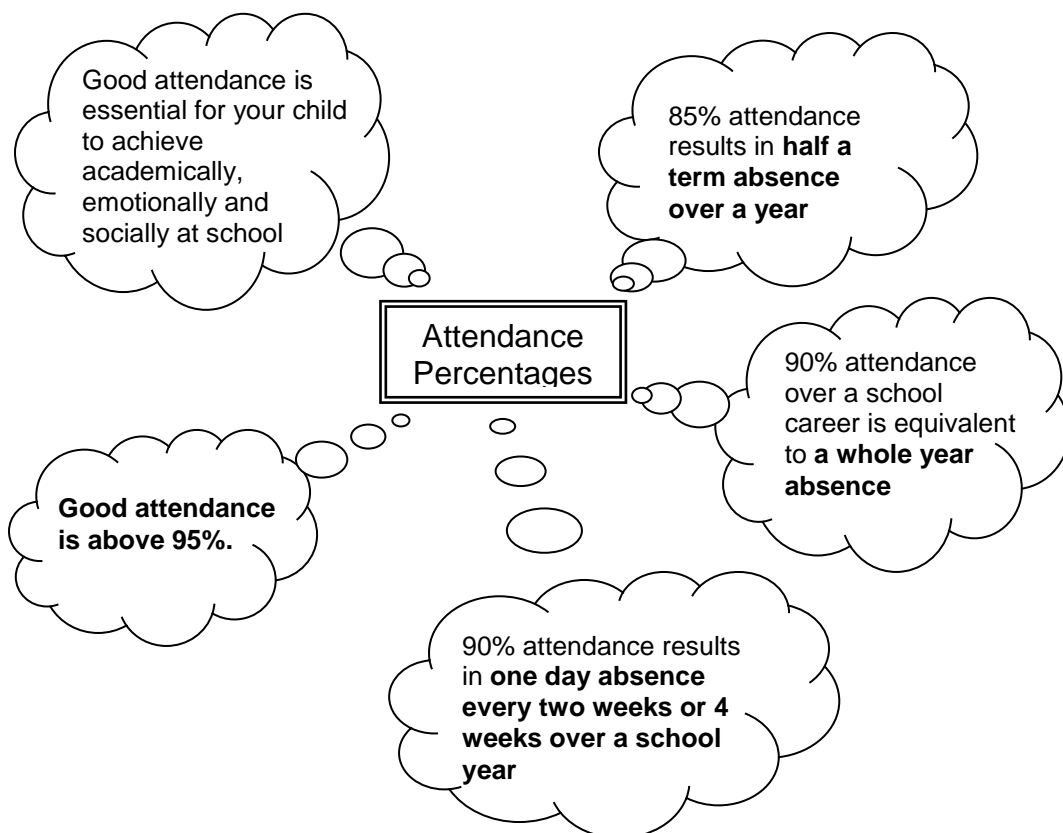
## What is an acceptable absence?

An absence is classified as authorised when a child has been away from school for a legitimate reason. Only the school can make an absence authorised. An absence is classified as unauthorised when the school believes a child is away from school without good reason; for example, if a parent takes a child out of school to go shopping during school hours. **School will not authorise an absence when no prior notice has been given to school**, unless in very exceptional circumstances.

Staff and parents will work together to ensure good attendance.

### Parents will:

- Ensure that their child arrives on time at school for registration;
- Ensure any child arriving after the start of school accesses school via the office;
- Contact the school on the first day of any absence **before 9:30 am**, (reasons will only be accepted from parents / carers of child concerned);
- Contact the school **in advance** if their child will be absent for any reason (e.g. medical appointment);
- Make any requests for leave of absence on a leave of absence form available from the school office.



### School will:

- Take registration each morning and afternoon (*two sessions per day*);
- Consistently record reasons for absence and indicate if absence is authorised or not;
- Record an attendance as 'late' if child arrives after registration time;
- Record an attendance 20 minutes or more after registration time as 'late after registers closed'. This is classified and recorded as an absence for the morning session;
- Contact parents / carers on the first day of any absence if no reason is given by 9:30 am;
- Contact parent / carer if attendance becomes a concern (below 90%) and invite parent / carer to school to discuss ways that attendance can be supported and improved;
- Ensure that parents are aware if their child's attendance has the potential to become a concern by informing them if it falls below 90%.
- School will **only** grant applications for **leave of absence in term time** in exceptional circumstances.