

Attendance and Punctuality Expectations

Please can I ask parents to take the time to have a look at the school's current Attendance Policy, which is available to view on our school website.

Some key points to note are:

Parents/Carers are expected to:

- Ensure that their children attend daily, arrive on time and ready to learn (this means having breakfast before school) each day
- Ensure that their children are properly dressed
- Inform the school office if their child is going to be late
- Report reason for absence on the 1st and each day of absence to the school
- Know The Academy's arrangements for notifying absence
- Provide medical appointment cards/letters to the school office
- **Minibus children only** – Ensure their child is ready and waiting for their minibus

School Expectations & Actions

Children are expected to attend school daily. They are expected to arrive at the start of the school day between 08.40 and 08.55, unless they attend breakfast club which opens from 08.00 every morning.

The school day finishes at 3.10 p.m. Children are working in class until this time. Early collection disturbs theirs and others learning.

Appointments, not related to the child, are not a reason for early collection and alternative arrangements should be made.

Absence Procedures

If your child is absent or you know they will be late it is Parent/Carer's responsibility to inform us on the first day of absence, before **8.40am**. This can be done by:

- using the Arbor app/website to report absence – this is our preferred method
- sending an e-mail to the school office e-mail address
- leaving a message on our answer phone
- speaking to a member of staff in the school office or on one of the school gates

If your child is absent and we have not been notified by 9:30 am, we will initially send an e-mail, then telephone you to ascertain the child's whereabouts and reason for absence. If we are unable to speak to our Priority 1 contact we will leave a message where possible. We will continue to telephone further contacts provided, until we are able to confirm that a child is safe.

Promoting Punctuality

Poor punctuality is not acceptable. If a child misses the start of the day, they miss instructions and vital information or news for the day. Late arriving pupils also disrupt lessons and can be embarrassing for the child. Good time keeping is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Lateness Procedure

The school day starts promptly at **8.55 am**, with class doors open from 8.40am; **we expect our children to be in their classroom between 8.40 and 8.55 am**. Gates and class doors are closed at 8.55am promptly. If your child arrives after 8.55am then they will need to enter the school via the school office where their time of arrival and reason for lateness is recorded. **If they arrive between 9.00 am and 9.30 am then they will be coded 'L' late mark.**

At **9.30 am** the registers officially close. In accordance with the regulations, **if your child arrives after that time, they will receive a 'U' unauthorised late mark**. If your child is going to be late, it is Parent/Carer's responsibility to inform us as soon as possible. This can be done by:

- sending an e-mail to the school office e-mail address
- leaving a message on our answerphone

Types of Absence

Every half-day absence from school has to be coded by school (see 'understanding the attendance codes' in our Attendance Policy), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- keeping children off school unnecessarily
- another member of the family is ill or has a medical appointment
- Parent/Carer cannot get the child to school
- the child refuses to come to school or wants to stay at home
- truancy before or during the school day
- absences which have never been properly explained or requested
- children who arrive at school too late to get a mark
- shopping, looking after other children, or birthdays
- day trips and holidays in term time which have not been agreed
- your child attends a medical/dental appointment for more than half a day without written proof that this is necessary
- the weather is bad
- the family have overslept, had a late night or a bad night's sleep
- there are problems with uniform/clothing

If you have any queries regarding attendance, please feel free to contact the school.