

Attendance Matters

The school gate opens at 8:30am, registers are taken at 9am. Children who arrive after this time must report to the office. This will then be recorded and added to SIMS.

You must notify the office before 9:15am about your child's absence, if your child arrives late after 9:15 this will be marked as an unauthorised absence for the morning session. Parents/carers will be contacted via telephone or email at 9:30 if no contact has made.

The attendance of each child is monitored and reviewed weekly by the Principal and Family Liaison Officer. A letter with your child's attendance will be sent home every half term colour coded. Please see Triangle below.

If your child's attendance is **94.99%** or below a meeting will be arranged with parents, Principal and Family Liaison Officer. At this meeting an **Action Plan is agreed and put in place.**

If the attendance has not improved, a formal referral could be made to the Educational Welfare Service.

Penalty Notices:

As a school we have a legal authority to request Penalty Notices to parents who do not ensure their child is attending school. You will be issued a fine for the following:

- Your child has unauthorised absence for 10 or more sessions (a session is a morning or afternoon) over the course of 8 weeks, these do not need to be consecutive days.
- You take your child on holiday during term time for 10 or more sessions.
- Your child arrives late after 9:15 on 10 occasions over an 8 week period.

