

**ONE SHARED GOAL: OUR CHILDREN ARE SAFE, HEALTHY AND SUCCESSFUL - WE ALL HAVE A ROLE TO PLAY!**

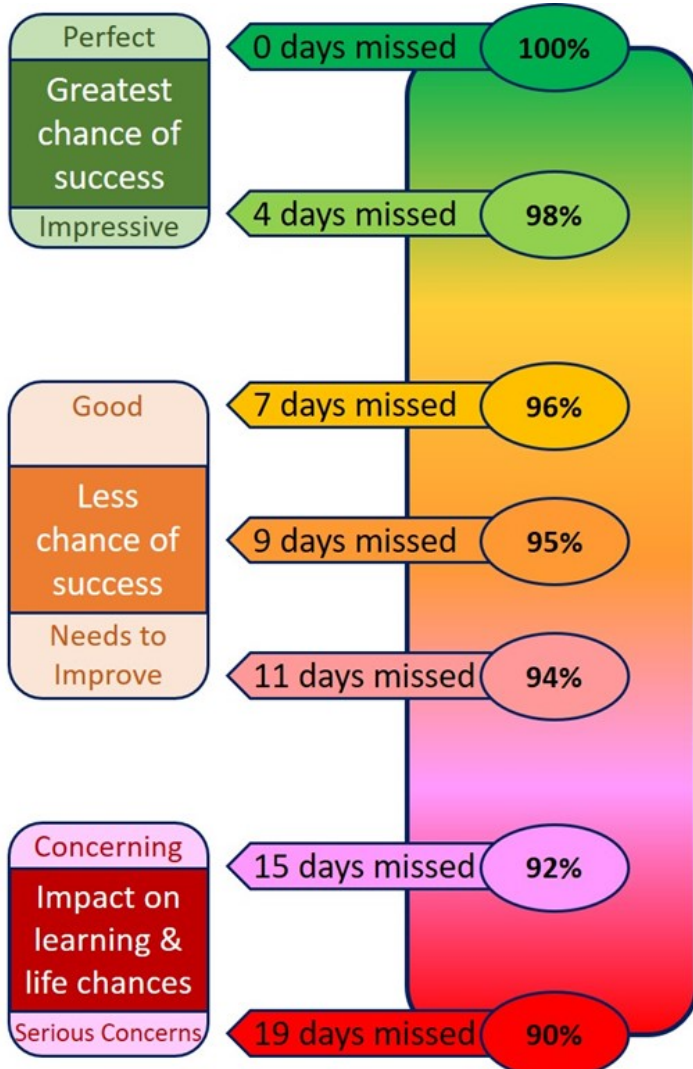
	Gates Open	Children can enter class	School day starts - Bell	Child is late & missing out
LRR	8:45	8:50	9:00	9:01
WR	8:30	8:45	8:45	8:46

## YOU:

- ◆ Ensure your child is in school **REGULARLY, ON TIME & PREPARED**
- ◆ Let the office know via ParentMail (or phone/email) asap if your child is ill: *if they are up & about at home, they should be in school* (except diarrhoea & vomiting = 48 hours before returning)
- ◆ Bring your child to the office if your child is **late**
- ◆ Arrange holidays and trips outside school hours, including medical & other appointments where possible
- ◆ Request any unavoidable absence at least **4 weeks** in advance via the online form—the link is on the website and in the weekly bulletin

## WE:

- ◆ Meet and greet your child with a **smile** have a learning activity ready immediately, record attendance on the register & **lock** the gate 5 minutes after the bell
- ◆ Record absence / lateness on the register with the right code & if we haven't heard from you we will **ring you** to make sure your child is safe & ask about the absence
- ◆ **Review** your request and let you know the outcome via email. Only exceptional / unavoidable absence are likely to be authorised. We cannot stop you taking your child out of school, but 10 half days or more unauthorised absence in a 10 week period may incur a fixed penalty (fine), especially for holidays.
- ◆ Track & **monitor** the attendance & lateness of all children
- ◆ Will tell you your child's attendance and punctuality **3x** a year.
- ◆ Will get in touch when we are **concerned** about your child's the attendance or lateness so we can support you to help them be in school.



Registers close **½ hour** after the bell - arriving after this time results in an **unauthorised absence**

An average of **90%** attendance over 5 years = **half a year's** schooling missed

### If We Are Concerned

- STEP 1:** Contact from the teacher to discuss the impact  
**STEP 2:** Meet the teacher to explore further & offer help

2 weeks of monitoring for improvement

**STEP 3:** Acknowledge improvement

Or

**STEP 3:** Meet the deputy to discuss further support  
 Agree an action plan

(May be strategies, wellbeing support, asking to contact GP, access to services etc.)

**STEP 4:** If concerns persist, we **will** take formal action

(May be a parenting contract, fixed penalty, Education Supervision Order or prosecution)

**BE HERE, BE READY**

& your child

can truly



Want to read  
the full policy?  
Scan QR here:

