



Knowleswood Primary School

Attendance Policy

Reviewed: Oct 2018

Ratified: Nov 2018

Next review: Oct 2021

The school aims to ensure all children achieve their full potential in all aspects of their school life. In order to achieve this it is vital that children attend school every day.

It is the legal responsibility of all parents to ensure their child(ren) attend school every day.

Children must be brought to school unless they need to be absent for an authorised reason. Authorisation will be granted for illness, medical appointments that cannot be made outside the school day and religious observance (a maximum of 3 days may be requested during any one school year with no more than 2 days at any one time).

If your child is absent from school you should contact the school office as soon as possible on the first day of absence; this can be done by telephone on 01274 778177, or in person.

If school is not contacted by parents, then parents will be contacted by the school to gain a reason for the absence and ensure the child is safe. **If parents cannot be contacted it may result in a home visit.** Parents are required to provide an appropriate reason for their child's absence on the first morning of non-attendance. If no reason for absence is received, the absence will be recorded as unauthorised.

Attendance will always be a high priority for school and we will continue to promote attendance in a positive way through assemblies, certificates, medals and family support where appropriate.

In addition to being in school every day it is also of equal importance that your child is in school on time. The school doors open at 8.45am and the register is taken at 9.00am. Children arriving between 9.00am and 9.30am will be recorded as being late. Children arriving after 9.30am will also be recorded as late but this will also mean that they will lose their attendance mark for that morning.

In line with government guidelines term time holidays are no longer permitted. All requests for term time absence will be termed as "leave of absence". The school will not authorise any requests for leave of absence **other than in exceptional circumstances**. Any request for leave of absence should be made in writing.

If a child is taken out of school for an unauthorised leave of absence then a Fixed Penalty Notice will be issued.

Fixed Penalty Notices are calculated as follows:

£60 per parent per child if paid within 21 days.

£120 per parent per child if paid after 21 days but before 28 days.

Failure to pay before 28 days is likely to lead to prosecution.

Attendance below 90% is recorded as persistent absence and may result in further actions.