

Holidays during term time

The school cannot be expected to authorise an absence for a holiday during term time. Taking holidays during term time means that pupils miss important school time – both educationally and for other school activities. It will be difficult for pupils to catch up on work when they return to school.

Only in exceptional circumstances may a holiday be authorised during term time – this will be decided by the Headteacher. Exceptional circumstances do not involve cheaper costs, family availability or weather conditions. You could be fined if you take your child on holiday during term time without permission from the Headteacher.



What can you do to help?

- *Have a regular routine for the start of each day.*
- *Help your child get their clothes and equipment ready before going to bed.*
- *Set a reasonable bedtime to make sure they get enough sleep.*
- *Ask them about their day and praise and encourage their achievements at school.*
- *If you have concerns discuss them with your child's teacher.*
- *Be willing to engage with any support offered by the school.*
- *If your child is ill or absent for any other reason, contact the school on the first day of absence. Follow the school's procedures for notifying absence, and always let the school know of any days that your child is unable to attend.*

Thank you for your support. Please contact the school as soon as possible so that we can support you.

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School Attendance Information for Parents and Carers



Why is good attendance important?

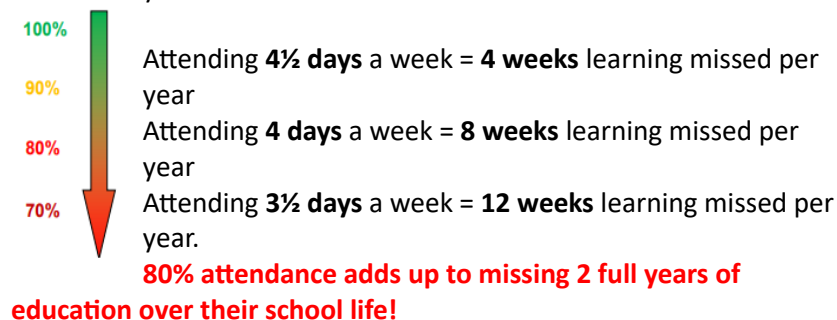
Good attendance and punctuality are vital for success at school, and to establish positive life habits that are necessary for future success.

Through regular attendance, pupils can:

- *Build friendships and develop social groups.*
- *Develop life skills.*
- *Engage in essential learning and other school social events.*
- *Achieve to their full potential.*

Attendance matters!

Don't underestimate the importance of 100% attendance. Even one day missed can have an effect on learning so attending every day gives your child the best chance of success.



Lateness

Good attendance doesn't just involve being present in school – it also involves punctuality. Parents/Carers have a responsibility to ensure that their child arrives to school on time and stays in school during the day.

Doors open at different times for different Year Groups:

Reception	8.45am
Year 1 and Year 2	8.40am
Year 3 and Year 4	8.45am
Year 5 and Year 6	8.50am



All pupils are expected to be in their classrooms on time for when registers open, otherwise they may receive a late mark. If they arrive after 9:00 they will receive a U code - this is an unauthorised absence and you could be fined if it is regular.

Every Minute Counts!

Being late for school reduces learning time.

5 minutes late every day = **3 days** of learning missed per year.

15 minutes late every day = **9 days** of learning missed per year.

Arriving late can be very disruptive for your child, the teacher, and the other children in the class.



If you child arrives late for class they:

- *Miss out on important learning*
- *They don't have the social time to settle into class.*
- *It can be embarrassing for them to walk in late.*
- *They may disrupt the learning for the rest of the class.*

Can my child ever be absent?

When a pupil is absent from school, this will be classified as either 'authorised' or 'unauthorised'. Authorised absences are only permitted for valid reasons:

- *Illness*
- *Medical or dental appointments*
- *Wherever possible, parents should always try to arrange medical and dental appointments during school holidays or after school hours.*
- *Religious observances*
- *Family bereavement*

What are unauthorised absences?



Unauthorised absences are those which the school does not consider essential or reasonable. Unauthorised absences can include:

- *Forgetting school term dates*
- *Oversleeping*
- *Absences which have not been explained*
- *Arriving at school after the register has closed*
- *Leaving school for no reason during the day*
- *Truancy before or during the school day*
- *Keeping pupils off school unnecessarily or without explanation*
- *Day trips or family outings*
- *Problems with uniform/clothing*
- *Birthdays and holidays*