



Parental Information: Attendance Procedures

Day 1
absence

- First day calling procedures: A text sent to parents if no reason received.

Day 2
absence

- A phonecall from school will be made if still no communication.

Day 3
absence

- If a pupil is absent for 3 or more days, school may carry out a homevisit, even if a reason has been given.

Next Steps

- Absence will be monitored by School Attendance Officer.
- Parents may expect:
 - Phonecall from your child's classteacher
 - A meeting with school staff.

Points to know:

- At any point during the absence, a home-visit may take place
- Absences may not be authorised without medical evidence if a pupil's attendance is below 90% or they have had 3 or more illnesses in 1 term
- Medical evidence is required after 3 days of continuous absence
- Holidays in term-time will not be authorised*

*Unless there are exceptional circumstances and the Headteacher uses their discretion.

- Please remember that School starts at **8:50** and your child should be in for this time, every day.

It is a parent's responsibility to ensure their child attends School regularly. We aim for at least 96%, in line with the Government guidance.

High Expectations, Caring, Positive Attitudes and Successful