



WE COUNT EVERYDAY AND EVERYDAY COUNTS

HELP US HELP YOUR CHILD ACHIEVE
THEIR FULL POTENTIAL

School starts promptly at 8:45am
and finishes at 3.15pm.

Lateness: Children arriving after 8.45am **must** report to the main school office and obtain a late card. Children arriving between 8:45am and 9.25am will receive a late mark in the register. If your child arrives after 9:25am they will receive a **U code (unauthorised absence)** and this means that despite your child being at school they will be marked as if they were absent.

What to do if your child is unwell:

By law, schools must record absences and the reason given. All absences from school *should* be authorised. If your child is unable to attend school, please contact the school office on **020 8509 6180** before 9:00am to notify us and provide us with the reason for the absence.

If your child is required to attend an unavoidable appointment during school hours the school office should be notified in advance; an appointment card/letter **must** also be produced to the school office. *Please avoid arranging appointments during school time.*

Request for leave during term time:

Request for holidays will **not** be authorised. Where there are extenuating circumstances, parents or carers are required to complete a '**request for leave form**'. These forms **must** be submitted two weeks in advance of the period of leave, with any supporting evidence. Authorisation **must** be sought prior to a child taking leave, without this parents/carers may receive a fixed penalty notice fine.

Attendance

What is meant by 'attendance'?

Attendance means taking part in a programme of educational activities arranged by the school. Attendance includes activities arranged within the school premises and also outside of the school premises for example educational visits.

What is meant by 'punctuality'?

Punctuality means arriving to school on time and to any other educational activities arranged by the school.

Lateness causes embarrassment, distress and disruption in the class and can affect the child's social and educational needs and development.

DID YOU KNOW?

**5 minutes late every day means missing
3 days of school every year.**

Why should your child be in school regularly?

Parents and carers have a legal duty to ensure the regular and full time attendance at school of all registered pupils (section 7 Education Act 1996). Failure to do so is an offence. In some cases, parents/carers are prosecuted and may have to a pay Fixed Penalty (fine) if unauthorised leave continues.

DID YOU KNOW? 90% attendance means that your child would have missed $\frac{1}{2}$ a day of school every week during the academic year (September – July).

Attendance Rates

Students falling below 95% attendance will be subject to monitoring. Students falling below 90% attendance fall into the Persistent Absentee category and could be subject to:

- Parenting contracts and orders
- Penalty notices
- Prosecution

If you are experiencing problems with getting your child into school, every day and on time, then please do not hesitate to talk to us; we have a School Nurse, Learning Mentors and other Support Staff that are able to help.

This table is designed to show the impact absences have on a child's attendance percentage.

Percentage (%) of Attendance	Total number of days absent	Total number of weeks absent
During an academic year	During an academic year	During the academic year
100%	0	0
95%	10	2
90%	20	4
85%	30	6
80%	40	8