

Attendance Procedures

Any child who has 90% or less attendance they are known to be

Persistently Absent.

Any time away from school or late into school is an absence

No matter what the reason.

Dear Parent,

I cannot ignore that attendance in our school, for too many children, is well below that expected. The staff and I pride ourselves on having a robust system in place to ensure that you are able to get support. However, we do need you to work with us and to reach out when there is a need. The staff are committed to providing the best teaching and learning opportunities, they can for your child's progress, but your child needs to be in school every day to have the benefit.

As a school, we have always had a firm stance on attendance matters and will continue to do so and I know that the wider community supports this. Your actions are appreciated and make a difference to the whole schools success.

Lates

If your child arrives late it is an unauthorised absence. *This is a national requirement, not the school's.* This is done because too much time in school will have been missed.

Fines

Firstly, fines are not issued by, or paid to the school. The Local Authority (LA) issue fines and the revenue is taken by them. If you cannot pay a fine, this is a matter for the LA and is dealt with in line with any other unpaid debts to the Crown. The school has no say in this.

We do not authorise any holiday requests

Extended holidays

Please note: Airline tickets, must be shown with the holiday request form for an absence of two weeks or more.

If a child is absent for 21 days or more, including school holidays, they will be off rolled. This means your child will have to reapply for their place in the school when you return. Please be aware that most year groups have a waiting list and so your child's place may be given to someone else in your absence. *It will then be the parent's/carers' responsibility to contact school admissions to find a place at a school for their child.*

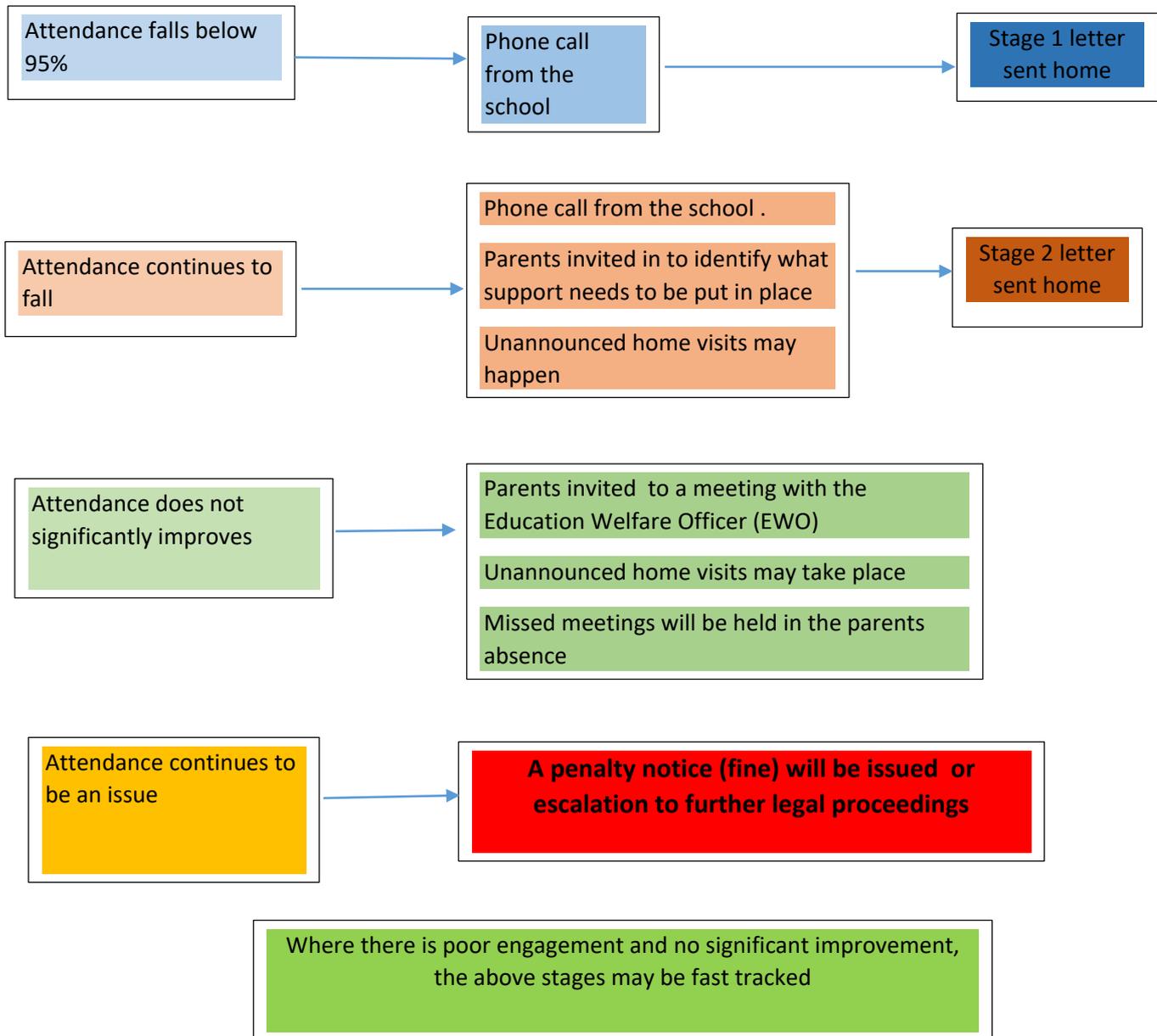
Please keep the flow chart overleaf which clearly shows the attendance process.

I wish to end by stating that it is my duty as Headteacher to address poor attendance and the duty of my Governing Body to hold me accountable for it. The vast majority of parents at Gorse Hill Primary School ensure their children attend in line with the expectation and I am grateful for this, as are my staff.

Kind regards

Debbie Marklove (Principal)

Attendance Procedures



Please note: you will be asked for medical evidence for an absence stated as a medical reason

An under 5 child is still expected to follow the same good habits of being in school every day-give your child a good start in their education

Please be aware that as a school, we will actively seek to enforce the necessary legal actions to address absence where improvements are not seen and /or parents do not engage with the school or recognise the impact and concerns that we have.