



## Daily Response to Non-Attendance

Doors open at 8.50 a.m.  
School Day/Learning Starts at 8.55am  
Doors close before 9 a.m.

After doors have closed you will need to drop your child off at the Office.

Child is marked as absent on the register.

Parent notifies school of reason for absence; this is logged on the register.

**Matter closed.**

If no reason for absence is provided by 9.10 a.m. staff will telephone parent/carers requesting reason for absence.

Discussion with parent/carers about the absence. If a satisfactory explanation is provided the absence will be authorised.

**No response by 11.30 a.m.**  
School staff may conduct a home visit.

Persistent and unauthorised absences will initiate a review meeting where you will be invited into school to discuss attendance.

If unauthorised absence drops below 10% you will be invited to attend a Panel Meeting and attendance will be closely monitored.

If this is a one-off incident, and no contact has been made with school, your child will be marked as unauthorised on the register and we will follow our attendance procedures.

If unauthorised attendance does not improve, we will liaise with DCC who may issue a fine.



## Lateness Procedure

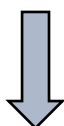
Doors open at 8.50 a.m.  
School Day/Learning Starts at 8.55am  
Doors close before 9 a.m.

8.55 a.m – 9.05 a.m. – Late.  
Marked on the register as L.



### **Complete Late Form at Office.**

You must attend the Office to complete a late form explaining the reasons why. School will try to support if necessary.

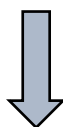


9.05 a.m. onwards your child will be marked as a U. This is classed as unauthorised absence.



### **Complete Late Form at Office.**

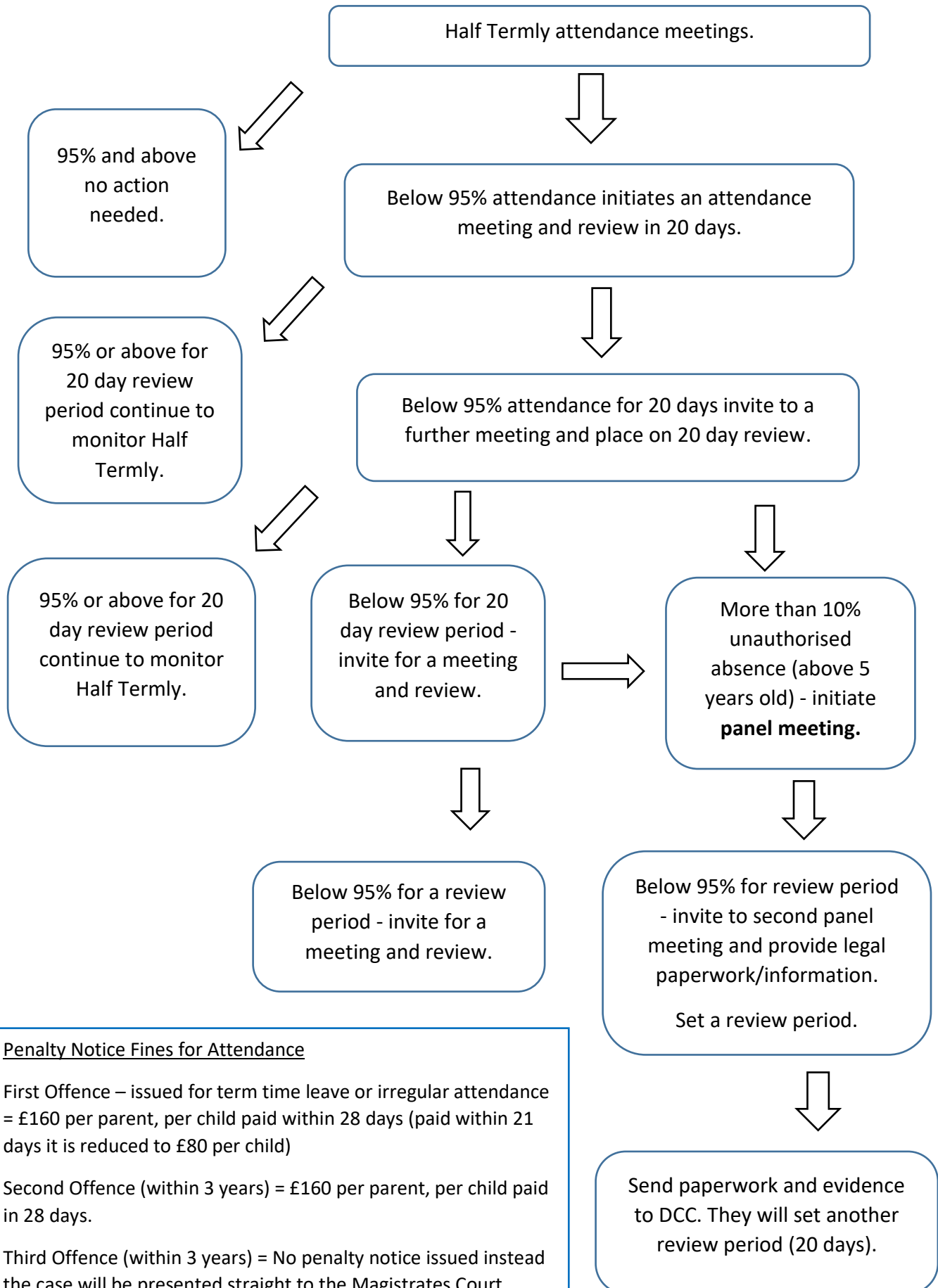
You must attend the Office to complete a late form explaining the reasons why. School will try to support if necessary.



If child fails to attend, and no contact has been made with school we will initiate our attendance procedures.

Such as texts, phone calls and home visits.

# Graduated Response to Low and Persistent Attendance Percentage



## Penalty Notice Fines for Attendance

First Offence – issued for term time leave or irregular attendance = £160 per parent, per child paid within 28 days (paid within 21 days it is reduced to £80 per child)

Second Offence (within 3 years) = £160 per parent, per child paid in 28 days.

Third Offence (within 3 years) = No penalty notice issued instead the case will be presented straight to the Magistrates Court. Magistrates' fines can be up to £2,500 per parent, per child.



## Celebration of Attendance

Every class will be praised for good attendance and rewarded.

The class with the best attendance that week will be rewarded with extra play time on Fridays!

At the end of **every term** we will celebrate all children with **100%** attendance!

Every child with **100%** attendance will receive a Well-Done certificate in assembly.

Parents and children with 100% attendance will be invited to join us for coffee and cake.

At the start of every term there will be another opportunity to reach 100% so we can celebrate attendance for as many children as we can!

If your child has 100% attendance by the end of the academic year you will be given a **voucher**.