

Our attendance policy aims to:

- Encourage the highest levels of attendance and punctuality
- Support pupils and their parents/carers to achieve this
- Make parents / carers aware of their legal responsibilities in relation to attendance
- Ensure attendance meets Government and Local Authority targets

Being at School

the link between regular attendance and educational progress and attainment. Attending school encourages peer interaction and good social skills and develops understanding of

long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested.

Encourage good attendance and punctuality through a system of reward and recognition.

Regularly inform parents of the % attendance of all pupils.

Make initial enquiries regarding pupils who are not attending regularly, referring irregular or unjustified patterns of attendance to Education Welfare. Failure by the

Leave of Absence

The school holiday dates are published a year in advance. INSET days are published as soon as the school have agreed the dates, but they may be subject to change.

(England) Regulations 2006, leave of absence during term time will NOT be authorised unless there are exceptional circumstances and the leave of absence has been agreed by the Headteacher.

In exceptional circumstances, permission may only be granted for a maximum of five days (ten sessions).

Where a leave of absence is to be considered, a leave of absence form must be