



### Attendance Expectations

The parent/carer of a child of compulsory school age is **required by law** to ensure that the child attends the school at which they are registered. Should a parent/carer fail to ensure that the child attends that school then the parent/carer is guilty of an offence.

- Pupils will attend school **every day** in accordance with their timetable, and will be punctual in arriving and leaving school.

	 Pupil arrival	 End of the day
Nursery am	8.40	11.45
Nursery pm	12.30	3.30
Reception	8.40	2.45
Years 5 and 6	8.50	3.10
Years 1 and 2	9.00	3.05
Years 3 and 4	9.10	3.20

The current school timings are as follows:

- The **minimum** attendance we expect of each pupil is **96%**. This means that your child should have **no more than 8 days** absence over the course of the academic year.
- Any pupil with attendance **lower than 90% will be considered a 'persistent absentee'** and may be referred to Education Welfare Service.
- 90% attendance equates to **20 days of absence** over the course of the school year.
- **Term time is for learning** - term time holidays will **not** be authorised, and will be referred to Education Welfare Service who may then issue a Penalty Notice and a fine.

- **Absences will only be authorised for illness, medical appointments, or extenuating circumstances.** These will usually be authorised in good faith, but in certain circumstances (such as prolonged absences, pupils who are already persistent absentees, and in unusual circumstances) we may request appropriate evidential documents to enable us to authorise the absence.
- Any absences must be reported to the attendance phone line by **8.30am**.
- The telephone number to call is **0115 9153266**, and you should choose **Option 1** to leave a message including your child's name, class, and reason for absence. If you do not contact school to make us aware of your child's absence, we will contact you via text, telephone call or Class Dojo messages.
- If you do not keep in regular contact with the school following a period of extended absence, **you should expect a home visit** from either the Attendance Officer, a member of the Safeguarding Team, or a member of the Senior Leadership Team.
- During the current situation with COVID-19, if your child is self-isolating, they will be expected to engage with **remote learning**. Work for all pupils who are self-isolating will be set, the school will be in regular contact throughout the period of isolation.