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| Absence will be authorised for the following: | Absence will NOT be authorised for the following: |
| IllnessMedical or Dental appointments\* *(which should be made with least disruption to your child’s learning and, where possible, after* *3.30pm or during school holidays - evidence of appointments is required)*Performance/sports competitions , Examinations of dance, music or school entrance tests (evidence must be provided and is at the discretion of the Principal)Family Bereavement (please contact school to discuss on a on a cases by case basis)Religious Observances | Illness of a parentHolidaysDay Trips / Long WeekendsBirthday or other family celebrationsVisits to family abroad or families working abroadSurprise visits or trips booked without knowledge |

Punctuality

As well as regular attendance at school, parents need to ensure that their child arrives at school in good time each morning. Being late for school has many negative consequences:

* Gets the day off to a bad start;
* Increases stress and upset for the child;
* Can lead to the child feeling embarrassed and singled out;
* Affects the child’s overall confidence;
* Disrupts the learning of other class members;
* Creates bad habits which could lead to poor attendance;
* Confusion for your child as work or activities might have been started

Don’t be Late Through the Gate!

School starts at 8.50 am. Being late on a regular basis adds up to a loss of learning time.

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| 5 Mins late every day  | 3.4 days of learning lost every year |
| 10 mins late every day  | 6.9 days of learning lost every year |
| 15 mins late every day  | 10.3 days of learning lost every year |
| 20 mins late every day  | 13.8 days of learning lost every year |
| 30 mins late every day | 20.7 days of learning lost every year |

Welfare checks and home visits

When a pupil has not arrived at school and there has been no communication from home, the safeguarding policy dictates that if school are unable to make contact with parents/carers or persons’ listed on the emergency contact list, then school will aim to complete an unannounced home visit. If the home visit is unsuccessful, then school may then request a Police welfare check.