



Absence will be authorised for the following:	Absence will NOT be authorised for the following:
<p>Illness</p> <p>Medical or Dental appointments* (<i>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</i>)</p> <p>Performance/sports competitions , Examinations of dance, music or school entrance tests (evidence must be provided and is at the discretion of the Principal)</p> <p>Family Bereavement (please contact school to discuss on a on a cases by case basis)</p> <p>Religious Observances</p>	<p>Illness of a parent</p> <p>Holidays</p> <p>Day Trips / Long Weekends</p> <p>Birthday or other family celebrations</p> <p>Visits to family abroad or families working abroad</p> <p>Surprise visits or trips booked without knowledge</p>

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!

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day.

Late arriving children also disrupt lessons, this can be embarrassing for the child and can also encourage absence.

How we manage lateness: The academy day starts at 8.50 a.m. and we expect your child to be in class at that time. Registers are marked by 9.00 a.m. and your child will receive a late mark if they are not in by that time. At 9.20 a.m. the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be late after register which is classed as unauthorised. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with a member of our Senior Leadership Team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time

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

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.