



School Procedures

Registration and punctuality procedures

Registers are taken twice a day, once at the start of the school day at 8.50 a.m. and once during the afternoon session. The registers will remain open for 40 minutes in the morning and 15 minutes in the afternoon. Pupils arriving before the end of the Registration period will be coded L (Late before registers close) which is a present mark. Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence.

The afternoon registration period starts at 1:15p.m and ends at 1.30p.m.

Only the Head teacher can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised, until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as O (Unauthorised absent). Absence notes received from parents/carers will be kept for the remainder of the academic year; or longer if there are concerns that require further investigation or legal action. If a pupil is persistently late the Head Teacher will arrange to meet with the family as soon as the pattern is identified.

First Day Absence Contact

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as illness etc. If the school does not receive notification, a text/telephone call on the first day of absence will be made by the school to try to ascertain the reason. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school, but not arrived.

If the child is still absent on the second day without contact from the family, a telephone call will be made to the home. If no contact is made, the family may be asked to come to school for a meeting.

Second Day Absence Contact

If the child is still absent on the second day without contact from the family, a telephone call will be made to the home. If no contact is made, a text/ letter will be sent to the home asking the parent to contact school. The family may be asked to come to school for a meeting.

Continuing Absence

In the event of an absence of three or more days without contact from the family, a home visit will be made. Any child who is absent without explanation for 8 consecutive school days (85%), who has a pattern of erratic attendance (85%), or persistent lateness after registers close will be investigated further and parents required to attend a formal review meeting with the Head Teacher. This process may include visit to the home, targets set for improvement, sources of support signposted if needed, and ultimately court action or a Penalty Notice recommended if there is no improvement.