

## Examples of Authorised and Unauthorised Absence

It is the policy at St Mary's Primary School that absences are only authorised in exceptional circumstances.

### Authorised

- illness of pupil
- unavoidable hospital or dental appointment for the pupil
- death or serious illness of a close relative
- recognized religious observance



### Unauthorised

- shopping trips
- birthday treats
- oversleeping due to late night
- looking after other children

The school endeavours to work with all parents to ensure good attendance. The Headteacher will be pleased to discuss any aspect of this leaflet, and support parents and carers where necessary.

## Information in school

Please ensure that the School Office has up to date home and emergency contact information at all times. Should you change your phone number (landline or mobile), please remember to inform us immediately.

## Absence notification

It is expected that children will not be taken out of school for holidays during term time, as children miss important parts of the planned curriculum and don't always get the chance to catch up.

If an absence is unavoidable an Application for Absence form must be completed. This is available from the School Office. Once completed, it should be submitted to the school for consideration by the Headteacher.

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Email: [admin@stmarys.goodshepherdtrust.org.uk](mailto:admin@stmarys.goodshepherdtrust.org.uk)  
Website: [www.stmaryschidd.org](http://www.stmaryschidd.org)

**Every school day counts!**

St MARY's SCHOOL



# Guide to Attendance & Punctuality

## Attendance

At St Mary's Primary we aim to:

- provide a caring and welcoming learning environment
- Provide an appropriate and engaging curriculum for pupils
- Praise and reward good attendance and punctuality
- share attendance records across year groups, classes, at an individual level and with transfer senior schools
- raise parents' and carers' awareness of their legal responsibilities regarding attendance



School education provides the vital foundations for a child's future life.

Research shows that poor attendance adversely affects children's social development and academic achievement.

Parents, carers and school staff must work in partnership to make each child's education a positive and successful experience, and to ensure that all children have full and equal access to all that the school has to offer.

## The start of the day



The school gates open at 8.30am. The school day begins at 8.35am.

The register is taken straight after the bell goes. Children arriving in school after this time are marked late in the class register.

As parents or carers, it is your responsibility to ensure that your child attends school regularly and arrives punctually every day.

### When everyone arrives on time:

- registration takes place quickly and smoothly
- the day gets off to a good start for everyone
- your child hears the important information needed to have a safe and successful day
- your child hears the important instructions that start every day
- anxiety is reduced

## When your child arrives late

- late children can delay the morning's routine for all children
- the teacher has to repeat information and instructions whilst others have to wait
- an unsettled start can result in less progress being made by your child with the day's learning
- your child will be marked late. Attendance figures are included in your child's Annual Report completed each summer term
- Repeated lateness or absence may be discussed with the Education Welfare Officer

## The Requirements of the Law



By law, schools must record absences and the reason for these absences. If your child is not in school for any reason, please let either the school know in advance or ring the School Office before 8.30am on the first day of absence. We need to know every day your child is absent. A message can be left on the answerphone at any time.

Where possible, appointments should be made during holidays and after school.

Parents and carers must provide reasons for absences.

Only the Headteacher can officially authorise an absence. The Inclusion Officer makes regular checks on attendance and will meet with parents and carers when required.