

Attendance Policy - A Parents' Guide

Lateness

- Our school gates are open from 8.40am until 8.50am. All pupils that arrive late must report, with their parent, to the school office where the reason for lateness and number of minutes late is recorded. If your child arrives between 8.51am and 9.15am they will be marked as late before registration has closed (Code 'L'). The register will close at 9.15am, pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.
- Frequent lateness will be discussed with parents at Parent Consultation evenings and may be referred to the Family Liaison Officer (FLO) and/or KCC School Liaison Officer (SLO). Letters will be sent to parents if 5 or more episodes of lateness are recorded.
- Persistent lateness after the register closes can provide grounds for prosecution or Penalty Notice. Children who are persistently late (Coded 'U') for 10 or more sessions after the register has been closed during any possible 100 school sessions may be issued a Penalty Notice in accordance with Kent County Council's Education Penalty Notices Code of Conduct.

Absence

- If your child is absent, please ring the school office before 9am each day with the reason for their absence.
- Advance notification of appointments should be submitted to the school via email to sbps_office@swale.at However, we encourage parents to make medical and dental appointments out of school hours where possible.
- The Headteacher may authorise a maximum of 5 days absence in 'exceptional circumstances', but this must be requested in advance by the parent/main carer and agreement to each request is at the discretion of the Headteacher. Unauthorised absences may result in a Penalty Charge Notice.
- Once the decision not to authorise leave is taken, it cannot be authorised retrospectively. The following reasons are some examples of absence that will not be authorised (this is not an exhaustive list):
 - Persistent nonspecific illness e.g. poorly/unwell
 - Medical/dental appointments of more than half a day without very good reasons
 - Absence of sibling if one child is ill
 - Family holidays
 - Oversleeping
 - Child's/family birthday
 - Inadequate clothing/uniform
 - Shopping trip

Penalty Charge Notices

- Penalty Charge Notices are a fine of £60, which rises to £120 each if you do not pay within 21 days. If you do not pay the fine after 28 days you may be prosecuted for your child's absence from school. You may be issued with a Penalty Charge Notice from the Local Authority in the following circumstances:
 - Taking a family holiday without prior permission from the headteacher
 - 10 or more unauthorised absences (this equates to 5 school days).

Celebrating attendance

- Our school attendance target is 97% or above. We celebrate attendance every week in our Power Of Purple assemblies where classes with high attendance get to roll the dice on our game of Classopoly where children can win rewards such as extra play time, juice and biscuits or dodgeball. We also hold a termly attendance tournament with prizes including a pizza party for the winning class at the end of term.