Attendance

Absence Procedures

If your child is absent from school for any reason you should leave a voicemail on the attendance line on the first day of absence. You can do this by calling the school on 02476593572 and selecting option 1. You will then be asked to leave a voicemail with your child's name, class and reason for absence. If the absence continues beyond one day, you should do this on every day of absence.

Appointments

Medical and dental appointments should be made outside of school hours, however if your child needs to attend an appointment during the school day, please inform staff in advance and provide evidence of this.

Leave of Absence

You must complete a 'Request for Exceptional Leave of Absence in Term Time' form 4 weeks prior to your child's leave. This is available from the school office. The form includes information regarding the date of leave/return, flights and the reason for the request.

School will write to you informing you of the decision. If you still decide to take your child out of school, a Penalty Notice may be issued.

Punctuality

Children can enter the building at 8:40am and MUST be accompanied by an adult on school premises until this time. Your child will be marked Late if they arrive after 8:55am. Being on time ensures your child has the calmest and most confident start to their day. If your child arrives after 9:25am, this will be recorded as an Unauthorised Late mark. School finishes at 3:20pm. All children need to be collected on time. If a child is not collected by 3:30pm we will make sure that they are cared for and looked after in our after school childcare facility - Edge Club. This is a private provision and as a result, a charge will be made for this.

You can monitor your child's attendance on the My Child at School app.