

ATTENDANCE AT EYE PRIMARY SCHOOL

Attendance of pupils at Eye Primary School is a key priority:

- A child's attendance should be **96%** or above;
- If your child's attendance drops to **below 96%** it will be closely monitored and you may be contacted;
- If your child's attendance continues to drop you may be invited into school or virtually to discuss the concerns;
- If your child's attendance is persistently below 90% as a result of unauthorised absence you could receive a penalty notice;
- Requests for leave of absence will not be approved unless there are 'exceptional circumstances', **a penalty notice may be issued if a leave of absence is taken without authorisation;**
- **Attendance is directly related to achievement**

The children will line up outside the classroom at **8.35am when the whistle blows (8.40am for EYFS)**

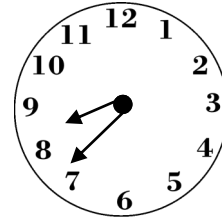
The school gates close at 8.40am (8.45am for EYFS)

Lessons begin at 8.45am

If students arrive in class after

8.55am they will then be

Recorded as late.

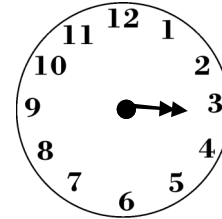


The school day **ends** from: **3.15pm**

EYFS: 3.15pm

Year 1 & 2: 3.20pm

Year 3 - 6: 3.25pm



EYE (COFE) PRIMARY SCHOOL

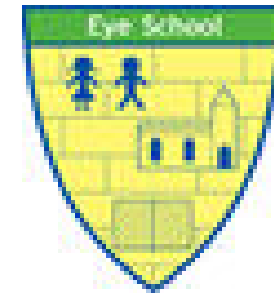
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Mrs Tracy Lee-Smith,
Safeguarding & Welfare Lead

EYE PRIMARY SCHOOL



ATTENDANCE AND PUNCTUALITY

**HEADTEACHER:
MR J WEBSTER**

ATTENDANCE

Attendance of pupils is a priority for Eye C of E

Primary School. Attendance directly impacts on achievement.

START OF THE SCHOOL DAY

The school day begins at 8.45am for all year groups, school gates open from 8.30am. Children go straight into their classrooms through the external doors once the whistle blows at 8.35am.

LATES

If your child arrives late to school between 8.55am and 9.15am they will be marked as late, which is marked on the register as L.

If your child arrives after 9.15am they will receive an unauthorised absence late mark, which is marked on the register as U. This affects your child's overall attendance.

ABSENCE FROM SCHOOL

If your child is absent from school, please contact the school office **as soon as possible**. You can do this by phoning the dedicated school absence line on 01733 222314 and select option 1 for **each** day of absence.

LEAVE OF ABSENCE

If your child is absent for anything other than illness you will need to complete a Leave of Absence Request Form. This can be obtained from the front office and will need to be completed at least 2 weeks in advance.

No Leave of Absence can be approved unless there are 'exceptional' circumstances. Each request is considered individually. A Leave of Absence that is not authorised, may result in a penalty notice. A penalty notice is issued by the Local Authority and is £60 fine per parent, per child.

PERSISTENT ABSENCE

Attendance is monitored regularly by Mrs Lee-Smith, supported by the Local Authority Attendance Officer.

Any child whose attendance is 96% or below may be discussed in an attendance meeting.

Parents of any child with attendance of 96% or below may be contacted by letter, or invited into school for a meeting.

Following an attendance meeting, absence from illness will only be authorised with medical evidence.

Penalty Notices

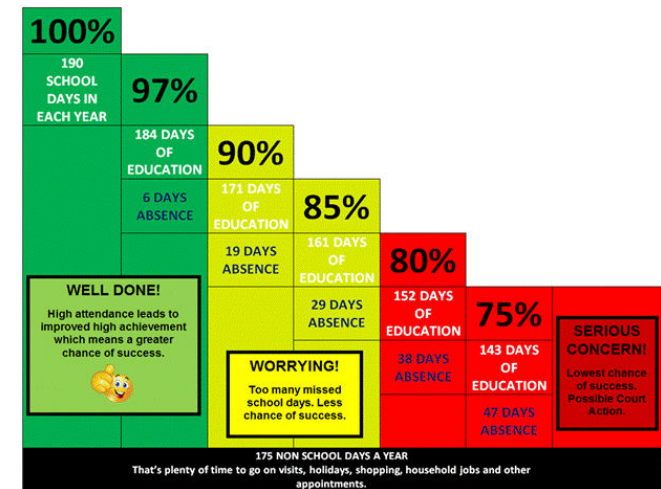
Any child whose attendance is 90%, or below as a result of unauthorised absence, could receive a penalty notice.

Parents may be asked to attend a meeting and potentially receive a warning letter, with notification of a period of monitoring.

A penalty of £60 per pupil, per parent, could then be requested if no improvement in attendance is seen. This may rise to £120 per pupil, per parent if the fine isn't paid within a set time frame

Local Authority Intervention

The Local Authority Attendance Officer may want to meet with parents of children whose attendance is persistently low as a result of unauthorised absence (90% or below) and legal action may be taken by them.



Across the Year:

There are 190 school days in an academic year

95% attendance	=	10 days absence
90% attendance	=	20 days absence
85% attendance	=	30 days absence