

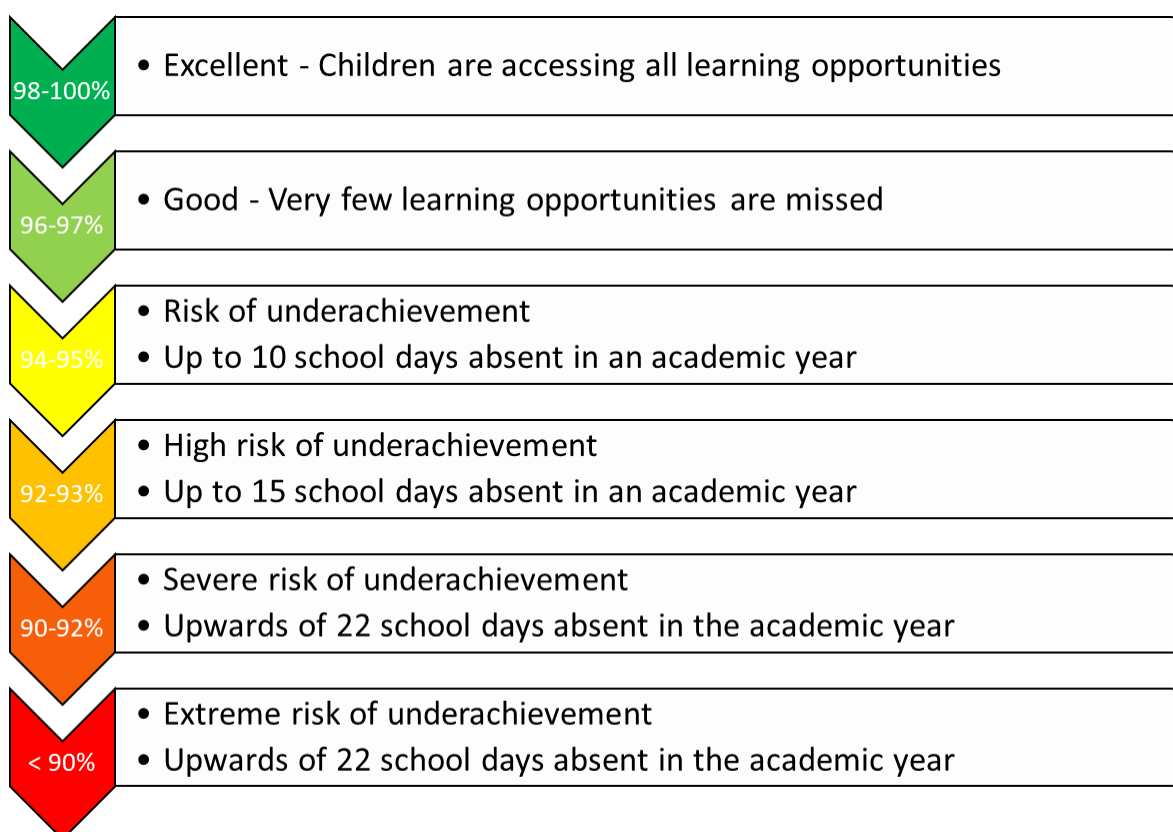
Attendance Policy Quick Guide for Parents

We expect pupils to attend school for 100% of the academic year.

You can support your child to have excellent attendance by taking these steps:

- **Ensure your child arrives on time for school every day** and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by 8:45am.
- **If your child appears to be only slightly unwell, send them in to school.** We have staff who will contact you if their condition deteriorates. The NHS have provided helpful support in making this decision: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- **Book any medical appointments outside of school hours.** If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance. Please also make sure that your child is out of school for the minimum amount of time.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?

On each day your child is unfit to come to school, please report this absence by phoning the school office on 01962 772200 and selecting option 1 for ‘absence’. or email communications@fourmarks.hants.sch.uk to let us know. In the message you must leave your child’s full name, class and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please request a copy of our ‘Leave of absence request’ form from the school office, either on paper or electronically, to make these types of requests. The form should be submitted in advance of the leave of absence, to the school office. You will receive a response, to advise if the request has been granted or declined.

Punctuality

Pupils are expected to arrive on time for school in the morning. Your child is late to school if they are not lined up on the playground by 8:45am.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children’s attainment. I hope we can count on your support in this matter.

Please contact Charlotte Dean-Hughes via the school office if you require any support with ensuring your child’s regular school attendance.