



## St Paul's Church of England attendance procedure

### **Doors for school open at 8:55am, (8:00am if children are attending breakfast club)**

Register closes at 9:05 (present mark), therefore children should be in school **no later than** 9:05am.

Children arriving between 9:05-9:30am to be marked as 'L' (late) and should be reported to the office.

Children arriving after 9:30am to be marked as 'U' (unauthorised late).

Children who do not attend school at all and have not given school a reason to be marked as 'O' (unauthorised absence).

If children are ill and parents have notified the school office on the morning their child will not be in school, children will be marked as 'I' (illness). Please note; school are required to ask for medical evidence to support a child's absence with low attendance.

**Office staff will ring or send absence text to ALL children who have not arrived in school on that day.**

Children get two register marks a day, therefore 1 day absent = 2 sessions.  
Having 10 unauthorised sessions (which includes unauthorised late marks) results in a fine.