



St Paul's Church of England attendance procedure.

Doors for school open at (8:00am if they are attending breakfast club)

8:45am – 2.55pm Nursery and Reception

8:50am – 3.00pm Year 1 & 2

8:55am – 3:05pm Year 3 & 4

9:00am – 3:10pm Year 5 & 6

- Lessons start prompt at 9:05am for all children.
- Register close at 9:15 (present mark), therefore children should be in school **no later than 9:15am**.
- Children arriving between 9:15-9:30am 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).
- Children who have been contacted by track and trace, told to isolate by school or are isolating due to a bubble closure, will have their marks recorded appropriately. This does not affect their overall attendance marks.
- 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 and text ALL children who have not arrived in school on that day. If no response – it will be recorded as unauthorised.

Parents of children with an attendance of less than 96% will be notified regarding their absences. School will send out weekly letters to families that are late or have any unauthorised absences that week which could lead to a meeting in school to discuss this further. These discussions are used to help school, parents / carers and pupils solve these difficulties together and bring about an improvement in a child's school attendance. Parents are asked to make every effort to attend meetings about school attendance. A failure to discuss or address school attendance problems could lead to a Penalty Notice being issued.

Children get two register marks a day, therefore 1 day absent = 2 sessions.

Having 10 unauthorised sessions, which is 5 days (this includes unauthorised late marks) results in a fine.

