

Attendance Procedure

At Glebe Primary School, we believe it is of vital importance that our pupils have good attendance at school, so they can aspire and flourish. Regular attendance at school is of critical importance to a child's education and ensuring your child's regular attendance at Glebe is a parent's legal responsibility. Permitting absence from Glebe without a good reason creates an offence in law and may result in prosecution.

Punctuality and Regular Attendance: The School day starts at 8.30am and finishes at 3.00pm. It is important that your child arrives on time to begin the school day promptly with their class. School gates open at 8.25am.

Lateness:

1. Classrooms are open at 8.30am. Registration is at 8:40 a.m. and children will be marked as late if they are not present, sitting at their desks in their classrooms, by 8.40am.
2. The register will be kept open until 9.00am and any late arrivals after 8.40am are recorded by the school office team. If children arrive after 8.40am then they must report to the office. They will be given a late slip and taken to class. Arrival after 9am is an unauthorised absence.
3. The attendance officer will call parents who are regularly late to discuss how the school can provide support to enable children to be on time and any concerns will be confirmed by email.

Absence from School:

4. Parents¹ must contact the school when their child is absent to explain that absence. This can be done as follows: by calling the school on 01273 592163, leave a voicemail message or written message via Arbor messaging or email the office@glebeprimary.co.uk
 - Give the following details: **full name of pupil; pupil's class name and year group; Full name of person reporting absence and relation to child and reason for absence.**
5. Where a reason for the absence is not received by 8.30am on the day of the absence, the school will within one hour contact the parents on the same day to understand the reason for the absence.
6. Where further unexplained absences occur, the school will make further contact with the parent (including foster parents and/ or social workers where appropriate). This should be with the aim of understanding **why** the absence has occurred, and **when** the pupil will return.
7. The correct absence code will be inputted into the Attendance Register as soon as the reason is ascertained. Where no explanation is provided for a pupil's absence or lateness, it will be marked as unauthorised.
8. The school will keep ringing until we can get through to parents or carers to ensure the child is safe and well. This is our Safeguarding responsibility.

¹ Throughout this document, the terms 'parent' and 'parents' are interchangeable and apply equally to 'parents and carers' and includes foster parents and social workers where relevant.

Medical Appointments during School Hours:

Please schedule all no urgent medical and dental appointments outside of school hours. This is not always possible, so in the event that a pupil's medical/dental appointment falls in school hours, please bring the appointment letter to the Office, in advance of the appointment. The Office will photocopy the letter (we need it for our records) and add your child's appointment to the Office diary. Pupils must be picked up and returned to school if their appointment ends during the school day.

Granting a Leave of Absence from School:

Granting a leave of absence will only be made in exceptional circumstances. Each application will be considered individually considering the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted it is for the Headteacher to determine the length of the time the pupil can be away from school. It is extremely unlikely that a leave of absence will be granted for the purposes of a family holiday.

To request a leave of absence please follow the procedures below:

- Ask the office team for a 'Leave of Absence Request Form' in Term Time (can be emailed on request or available from the Office Parents Folder).
- Add a letter to explain the exceptional circumstances for your request, addressed to the Headteacher.
- Return the form at least one month before the proposed absence.
- Await a response from the Headteacher, which will come via the office team.