

Procedures

- The school day starts at 8.55am
- If your child is not able to attend school please contact the office on the day to inform us. Tel 02476456063
- Our registers close at 9:15am. If your child arrives after this time it is recorded as late after registers close which is an unauthorised absence.
- If we have not received a message by 9.30 a member of staff will call in order to check the safety of the child
- When a child returns to school. we ask that a note is brought from the parent or carer to explain the absence
- Where the absence is Pre-arranged, e.g. a medical appointment please send a note to school prior to the day of absence.

Requests for exceptional leave of absence

If parents wish to take their child out of school during term time, a request for leave of absence must be made on the appropriate form at least 4 weeks before the date the leave is due to begin, except in an emergency. Application forms are available from the school office or from the school website.

We follow the Local Authority guidance on parents taking children out of school for holidays during term time, which is **not** to authorise.

For full details of the Attendance and Punctuality Policy please see the school website.

Every - minute matters
- school day counts



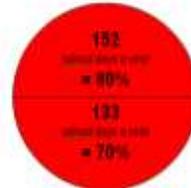
Go od Attendance

- Your child has the best chance of success



Caution

- Worrying attendance
- Your child will have less chance of success
- It is harder to progress
- 25% = 29 days absent = half a term of learning lost a year



Stop

- Serious concern
- Your child will fall behind with work and could lose friendships
- You might have to go to court and pay a fine
- Equal to 1-1¹ days missing every week



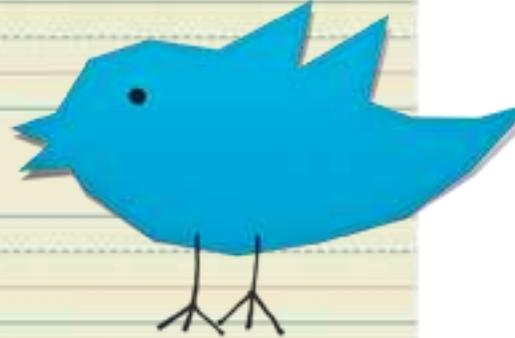
Sowe Valley Primary School
Princethorpe Way, Coventry. CV3 2QX
Tel 76456063



SOWE VALLEY
PRIMARY SCHOOL

Information for
Parents and Carers
**Attendance and
Punctuality**





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At Sowe Valley we believe that children need to be in school every day, on time so that they can make the best progress possible. We feel that the most important factor in promoting good attendance and punctuality is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance and punctuality is very good. We will also make the best provision we can for those children who, for whatever reason, have to miss school.

Attendance and Punctuality remains a key development area for the school and so we have put together this information leaflet for parents as a summary of our Attendance and Punctuality Policy. Please see our website for copies of the full policy.



Legal Requirements and Local Authority Policy

1.1 Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

1.2 Under the Education (Pupil Registration) (England) Regulations 2006, the Governing Body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

1.3 There is no automatic right to any leave of absence and all schools in Coventry are encouraged to adopt a policy of not authorising exceptional leave. Being mindful of this, only in very exceptional circumstances will the school grant leave of absence during term time.

1.4 Further guidance can be found in the school's Exceptional Leave Policy, but it should be noted that requests for leave of absence for the following will always be refused:

- pupils in Year 2 and Year 6 due to Statutory Assessment Tests
- children with less than 95% attendance.

1.5 Any leave taken without authorisation can lead to parents being issued a fixed penalty, which is currently £60 per parent per child up to 28 days. After 28 days and up to 42 days this will increase to £120 per parent per child.