

What will the schools be doing?

- The schools will continue to work hard to make sure they encourage good attendance for all pupils.
- Pupils will be provided with a positive learning environment— and an appropriate curriculum to meet their needs, supporting them to feel happy and confident in attending school.
- Attendance will be monitored and parents will be informed if there are concerns.
- Schools will work with parents to increase attendance where necessary.
- When appropriate the school will ask an Education Welfare Officer to work with parents and children to ensure attendance in school.

What do I need to do if I need to ask for leave of absence for my child?

Since September 2013, changes to Government regulations and guidance means that: *Schools are not permitted to authorise leave of absence for children unless it is in exceptional circumstances.*

Parents must fill in a form that is available on our website or from the office at least a month before the planned leave.

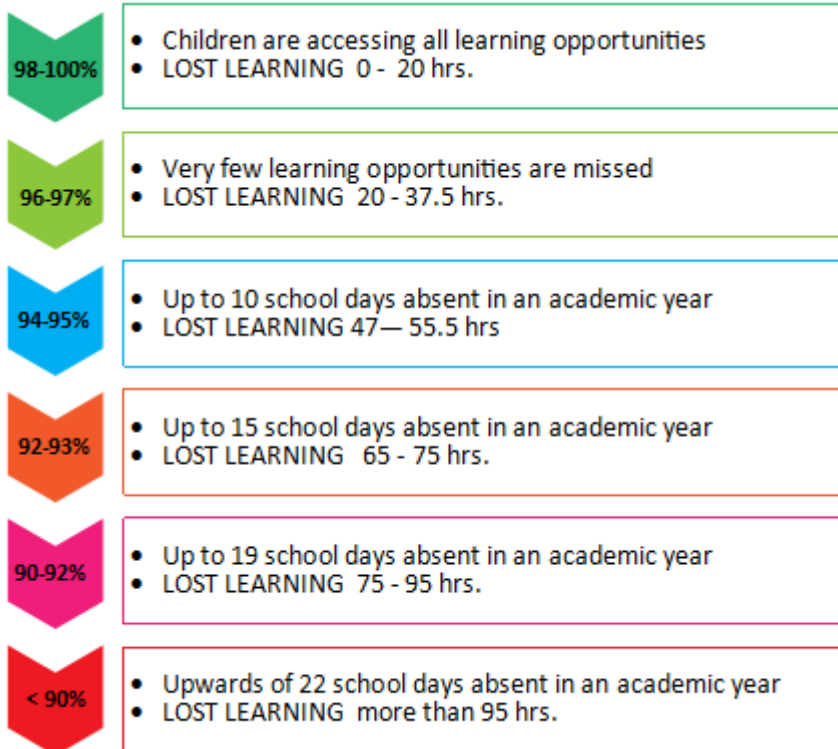
If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher and it will be marked as unauthorised.

ATTENDANCE



Special
Partnership
Trust

Attendance



Attending school regularly is **so important**, both academically and socially. Children who are absent from school:

- Miss vital learning and opportunities
- Miss their friends
- Can find it difficult to come back into school again

The Special Partnership Trust believes that children need to be in school for all of their sessions so that they can make the most progress possible. However we also recognise that there are times where a parent may legitimately request leave of absence for a child due exceptional circumstances.

What if my child is poorly?

If your child is poorly, please let school know as soon as possible on the morning of their absence, giving clear reason and every day that they are away. If we don't hear from you, we will contact you asking why your child is absent.

We recognise that some of the pupils who attend Special Partnership Trust schools can have additional health care needs— Schools will always be aware of individual pupil need and will work with parents in this context.

Lateness

We believe that arriving at school on time is essential for children to fulfil their potential. Being on time to school ensures that children settle into the school day and prevents them from missing essential learning. Children who arrive on time are happier, less anxious, and ready to learn. Poor punctuality not only has an impact on learning of the child who is late for school, but also on the learning of all the other children in the class. Being on time means not missing out.

Each school will specify when;

- * school gates open
- Registers are open
- Late but authorised
- After 9.00 Late not Authorised am

Many of our pupils arrive in Taxis— if they are arriving late parents and transport will be informed.