



## A Quick Guide to our Attendance & Absence Policy

Full Policy is available on our school's website  
[www.trimley.net](http://www.trimley.net)

A hard copy can be obtained from the main office on request

### The School Day

Arrive by 8:50am

Registration & School Day Starts at **8:55am**

Doors close 9am – Arrival after 9am should be via the main office

Morning Break is around 10:15am

Lunch Breaks:

EYFS, Year 1 & Year 2     12 – 1pm

Years 3 – 6                    12:15 – 1:15pm

Our school ends at 3:25pm for EYFS & KS1  
 & at 3:30pm for KS2 children

### Registration

Registers are marked by **9:05am**

Pupils arriving after 9:05am but before **9:15am** will receive a Late mark

Pupils arriving **after 9:15am** will receive an absence mark

A member of the Attendance Team will contact parent/carer, usually by 10am, when a child has not been present at Registration and no contact from parent/carer has been received.

If the Attendance Officer is unable to make contact with either parent/carer listed & no reply to messages / emails are received after 2 days, we will call other contacts from the information you have given us on your child's Data Sheet.

If still no contact after 3 days, (or earlier should there be additional contact concerns) two members of staff will complete a home visit.

### Absence Contact

If the Attendance Officer is unable to make contact with either parent/carer listed & no reply to messages / emails are received after 2 days, we will call other contacts from the information you have given us on your child's Data Sheet.

If still no contact after 3 days, (or earlier should there be additional contact concerns) two members of staff will complete a home visit.

### Medical Conditions

In the case of prolonged illness and/or confirmed medical condition, the Attendance Officer may liaise with parent/carer and medical professionals, such as School Nursing, GP and other health professionals, (with the consent of the parent) to ensure that the child's medical needs can be supported in school and that their educational needs are met.

## Absence due to Illness

If your child is unwell, please contact school by Parentmail or leave a message on the absence line by 9:30am, where possible

You should contact school on the first day of absence & each succeeding day – unless advised differently by school staff

If your child is absent for 3 or more days, the Attendance Team will be in contact with you and arrange regular a check in with you to ensure everyone is safe and well, and to discuss expected return dates

If your child is unable to attend school for a longer period of time, such as recovery from a medical procedure, the Attendance Team will keep in touch with you and arrange support and staggered re-entry into school as required. In these circumstances, we may set work for at home, but only when deemed your child is well enough to do so.

Each child's needs are individually assessed, their medical needs will always come first. By working together we can ensure that your child's education and school needs are met along with their health and wellbeing.

The school reserves the right to request supporting medical evidence where there is genuine and reasonable doubt about the authenticity of the absence.

## Absence due to Holidays

If you are intending that your child will be absent from school, ie. holiday, please complete the Leave of Absence Form at least 5 days before the absence is to take place.

DO NOT USE PARENTMAIL TO ADVISE OF HOLIDAY ABSENCES

Unless for exceptional circumstances, holidays will not be authorised.

If your child has 6 school sessions (3 days) a Penalty Notice of £60 per child / per parent will be issued.

Repeated absences due to holidays will be referred to the Education Welfare Officer

Repeated missed school sessions due to continued lateness after registers are closed, after 9:15am, will be referred the to the Education Welfare Officer.

## Attendance Information

The school will keep you updated on your child's attendance by:

- Including attendance information at the end of each term with your child's report
- Contacting you when your child's attendance falls below 90% & there are concerns for the reasons for this / no prior contact
- Updating you of your child's attendance when replying to Leave Of Absence Requests
- Contacting you if the Attendance Officer has noticed a pattern in absences to see if support can be offered

## Persistent Absence – Less than 90% Attendance

If your child has persistent absence – less than 90% attendance – the Attendance Officer will contact you to see if there is any additional support the School can offer, a medical condition that can be supported in school or to offer an appointment to meet and discuss the level of absence.

If there is no improvement in attendance, and no extenuating circumstances, the School will seek further advice / refer to the Education Welfare Officer.