

# Attendance

Autumn Term 1 — October 2025

**8:30 am**

School gates open. Children can meet friends and prepare for learning

**8:40 am**

Doors open and teachers welcome children into the school.

**8:40am**

**8:40 am**

Registers open

**8:45am**

School gates close

**8:45 am**

Registers close. School gates will close promptly.

**8:46am**

Your child is late and has missed the start of the school day

**8:46 am**

Late arrival, report to the office.

**8:50am**

5 minutes late = 3 days lost per year

**9:15 am**

Office registers close

**9:00am**

15 minutes late = 9 days lost per year

**9:15am**

30 minutes late = 15 days lost per year

Anyone arriving after 9:15 am will receive an unauthorised mark for the morning

Children find arriving at school late upsetting and they miss out on important opportunities. Regular punctual attendance helps your child succeed. Please ensure your child arrives on time every day.

# HALF TERM WINNERS

A **MASSIVE** congratulations to the classes with the best attendance and fewest lates this half term! Your hard work pays off—you've earned a movie afternoon with delicious popcorn to celebrate! Date to be arranged.

## CLASS ATTENDANCE

Place	Class	Percentage
<b>WINNER</b>	<b>Dragonflies</b>	<b>96.5%</b>
<b>2nd</b>	Deers	95.6%
<b>3rd</b>	Squirrels	94.9%
<b>4th</b>	Bumblebees	94.5%
<b>5th</b>	Foxes	93.3%
<b>5th</b>	Badgers	93.3%
<b>6th</b>	Hedgehogs	91.9%
<b>7th</b>	Rabbits	91.7%
<b>8th</b>	Owls	91.0%

RESULTS

ARE IN!

**WELL  
DONE!**



## CLASS LATES

Place	Class	Wins
<b>WINNER</b>	<b>Deers</b>	<b>6</b>
	Hedgehogs	1
	Foxes	1
	Squirrels	0
	Rabbits	0
	Badgers	0
	Dragonflies	0
	Bumblebees	0
	Owls	0

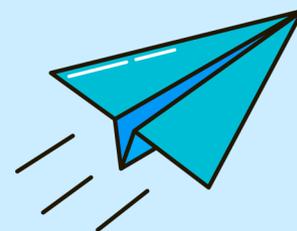
**REMEMBER: SHOW UP. SHINE BRIGHT. WIN BIG!**

## REPORTING AN ABSENCE

You can either report a child's absence in our Arbor system, as below.

- Arbor Homepage
- Attendance
- Log Attendance
- Complete required details

Or you can leave a voicemail message on 02476392236 and press option 1.



## LEAVE OF ABSENCE DURING TERM TIME UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application. Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

**Your child's progress academically as well as socially is our shared priority**