

Attendance at The King's C of E Primary Academy

School gates open from 8.40am and will close at 8.55am. If your child arrives after 8.55am, please sign in at the office on the inventory system and this will then be marked in late on the register. If your child arrives after 9.25am this will be marked as unauthorised 'U' mark.

If your child is ill, please phone the office by 8.55am or report an absence via the ParentMail app. If reason for absence has not been given, we will call you. If we cannot make contact, a home visit will be made. If we do not see your child or hear from you within 48-hour period, we may notify other professionals for safeguarding reasons

Evidence for absence

If your child has under 90% attendance, you will receive a letter stating that we have concerns. We will automatically ask for evidence for any further absences to be authorised

This is because your child will be classed as a **persistent absentee** and there are concerns. We will also ask for medical evidence if your child is off more than 4 days due to illness, this applies to all children regardless of their attendance figure

Holidays during term-time

We will not authorise any holidays during term time, unless it is due to exceptional circumstances

Please fill in a leave of absence request from the school office

A fixed penalty notice will be issued to both parents



Be the best at the King's

100% attendance love to shop voucher weekly draw

Weekly class attendance certificate

100% attendance end of year celebration

Snappy the crocodile incentives e.g. postcards for improved attendance

Fixed Penalty notice/Enforcement

A fixed penalty notice may be issued for the following reasons:

Taking holidays during term time

If your child receives 10 'U' marks within a 10-week period (this includes being late to school after 9.25am)

If your child receives 5 days (10 sessions) of unauthorised absence within a 10 week period

The amount charged is £80 per child, per parent. If not paid within 21 days this increases to £160 per parent

An alternative to a fixed penalty notice being issued is a referral to the Local Authority for support from the Enforcement Team

Positive relationships and support

We offer lots of support to improve school attendance

Meeting with Pastoral Lead

ATTEND framework

Support from external agencies

Nurture support

ELSA sessions

Play therapy

Please contact the office for further information