



Blagdon Primary School Attendance Procedure

Arrival and Registration

- All children can arrive in school from 8:40am and must be ready to learn in their classrooms at 9:00am for their first lesson each day.
- The register is taken twice a day, at the start of the morning and afternoon sessions. A day counts as 2 attendances.
- Morning registration is between 8:45am and ends at 8.55am. If a child arrives after the registration period, they must report to the school office and will be marked in as 'Late'. The school gate will be locked from 8.55am.
- Afternoon registration takes place at 12:55pm.
- Arrival after 9:00am or after 1:00pm, for the afternoon session, is recorded as an unauthorised absence.
- Children arriving after registration has closed due to attending an appointment (medical/dental/opticians etc), will be recorded with an authorised absence for the whole session.
- Children **leaving school after registration** has taken place for such appointments retain their "Present" mark for the whole session.

Absences

- If your child is away from school through illness, please report this by phoning 01761 462416 before 9.00am **on each day of absence**. Please leave a message on the dedicated absence line. It is expected that a full reason for absence is provided. Simply advising 'ill' is not acceptable and may result in follow up communications with parents/carers.
- If we have not received contact by 9.30am, we will attempt to contact the family by telephone and or email.
- Any unexplained absences of one week or longer will be reported to North Somerset Council. Any child missing for over 10 days will be reported as a child missing in education. Please keep us informed if you child is not attending school for any reason.
- If you know in advance that your child will be late or absent from school during part of the day, or if they need to be collected from school early for any reason (such as dentist, doctor etc.) please let us know in advance by emailing office@blagdonprimaryschool.com. Every effort should be made to arrange these appointments after school or in holiday time.
- Parents do not have the automatic right to withdraw pupils from school and, in law, have to apply for permission in advance. You are required to complete a Pupil Absence Form which can be found on our school website or from outside the School Office in the weatherproof holder. Our Headteacher will not grant any leave of absence during term time, unless there are exceptional circumstances. **Accumulated unauthorised absences of 10 sessions may result in a Fixed Penalty Fine.**

96% attendance or better constitutes a good attendance.