

Timings of the day:

Gates open	8.40am
Register opens and children in class receive a present mark	8.50am
Children are marked as late (L) if arriving after	9.00am
The register closes and children are marked with an unauthorised absence (U) if arriving after	9.20am

If you are unsure whether your child is too unwell to attend school please refer to the following NHS website for guidance.

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

Attendance Champions:

Senior Leader in charge of attendance	Michelle Skidmore
Attendance Champion	Kayleigh Vincent
Attendance Administrator	Tina Marshall
Education Welfare Officer	Dawn Mitchell

Reporting Absence:

If your child is too unwell to attend school, please contact the academy to report their absence before 8.30am. Contact us by:

Calling the school	01952 386961
Emailing	Kayleigh.vincent@lct.education
Sending a message using Class Dojo, please download the app	ClassDojo for Parents

Incentives:

Class attendance over 95.6% - Non-uniform day

Class in first place - £5 on the bar chart towards an end of year treat, 3 behaviour beads and 5 minutes extra play time

Class in second place – 2 behaviour beads and 5 minutes extra playtime

Class in third place – 1 behaviour bead and 5 minutes

Taking a leave of absence in term time

Parents requesting a leave of absence, in term time, should complete a form. These are available from the school office. The new Working Together to Improve Attendance document outlines the penalties for parents choosing to take holiday's during term time.

First occasion	£80 per parent per child
Second occasion	£160 per parent per child
Third occasion	Legal action which could lead to a criminal record