

# Attendance and Punctuality

We are committed to ensuring that all of the children at Endsleigh Holy Child are able to reach their full potential. Being in school regularly is a vital part of this. Whilst we understand that there are occasions when children are unwell, we do expect all pupils to be in school whenever possible. Should you have any issues around attendance which you wish to discuss, please don't hesitate to speak to a member of staff who will be happy to help.

If your child's attendance is of a concern to the school, a member of the senior leadership team will contact you to discuss how we can work together to improve it.

## Punctuality

Our doors open at 8.40am and the day begins at 8.50am. It is vital that children are on time to school as important learning takes place as soon as they enter the classroom. During registration time, children are heard read and practise important arithmetic skills. The first lesson of the day, phonics or reading, provides the building blocks for all further learning.

**5 minutes late each day = 15 hours = nearly 3 days learning time**

Attendance  
Target  
96%



## Notifying school of absences

Please ensure that you have informed school of your child's first day of absence by 8.40am. You can do this by telephoning, leaving a voicemail or going into the office. Please continue to inform us daily of absences longer than a single day. It is school policy to make contact with parents/carers if we are unaware of reasons for absence, by phone or via text. Absences without reason will be unauthorised and a number of these could lead to a Penalty Notice Fine.

## Sickness/Diarrhoea

We ask that children who have had sickness and/or diarrhea do not return to school until 48 hours after the last symptoms.

## 95% attendance

If a child has 95% attendance over the year, they will have missed 10 days of schooling or 2 weeks learning.

**EVERY**day  
counts  
attendance matters

## Covid 19

In line with government guidelines, unless your child has tested positive for Covid-19 or is symptomatic, they should be in school.

## Holidays

Holidays during term time will only be authorised in exceptional circumstances.

If you wish to take your child out of school during term time, please complete an absence request form which can be found at the school office. Your request will be considered by the Head of School. Any unauthorised absence may result in a Penalty Notice Fine.