

# **Bournes Green Infant and Junior Schools**



# **Appendix to** **Attendance Policy**

**Reviewed: September 2023**

**Next review due by: September 2024**

### 3.3

Mrs Goy is the designated senior leader for attendance.

### 3.4

There is not an attendance officer at the schools; the inclusion team oversee attendance arrangements. (Mrs Goy and Mrs Baker in conjunction with the school office)

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9 a.m. or as soon as practically possible by calling the school office staff.

### 4.3 Planned absence

Parents should contact the school office to make them aware of appointments.

4.4 Lateness and punctuality A pupil who arrives late: Before the register has closed will be marked as late, using the appropriate code After the register has closed will be marked as absent, using the appropriate code If recurrence of lateness occurs, we will contact parents to support and intervene.

Children will be deemed late if they do not pass through the gates before they are closed in the morning.

The register closes at 9.15am in the junior school and at 9.10am in the infant school.

### 5.1 Approval for term-time absence

The headteacher may only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. Refer to the school policy for definition of 'exceptional circumstances'.

6. Strategies for promoting attendance Refer to the school policy for details of the school's strategies for rewarding and improving attendance