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## Absence Procedure

The Attendance Advisory Practitioner (AAP) from Medway Council frequently check our attendance registers to ensure all children attend school regularly, on time and that absences are authorised or regular absences are challenged.

Please follow these simple steps if your child is going to absent:

- On the **first day** of your child's absence, please contact the school before or as near to 9:00 a.m. as soon as possible (01634 864721 and press 1).
- Please make sure that you state clearly your child's name, class and a short explanation of the reason for their absence. Please note that we cannot accept that your child is just 'unwell'. If this is the reason you give it will go down as **unauthorised**. We require details of their symptoms. You must call **every morning** your child is off school unless told otherwise by the office staff.
- If there is an illness, on the **third day** of absence please make a doctor's appointment, retaining the appointment card or any medication label/s that were prescribed for your child. We are unable to authorise any illnesses over 3 days without medical evidence.
- If you would like to request to take your child out of school in term time, please inform us with at least 4 weeks' notice (where possible) by writing a letter or email. **Under no circumstances should children be taken out of school for holidays during term time.**
- If you are invited to attend an Attendance meeting with a member of our Senior Leadership Team (SLT) regarding attendance, please do your best to be present. This clinic/meeting is designed to look at supportive ways to help you and your child with their attendance and lateness. If you cannot attend the appointment at the date/time given, alternative arrangements can usually be made.
- If you are sent an email from us regarding an **unexplained absence**, please reply to this to notify us of the reason for your child's absence. It is a legal requirement for us to obtain this information. If we do not hear from you, please expect a letter/email asking you to provide us with this information.
- Your child must be in class and ready to learn by **8:40 am** for registration to take place at 9:00am. If your child arrives after 9:15am, they will receive a '**U**' mark and this will count as an **unauthorised absence/late** (unless satisfactory proof or evidence is provided). If a child receives **10 sessions of unauthorised absences/lateness**, they will be referred to the AAP who will then contact you.

**The government target for attendance is 96% as research has shown that children do best academically and socially when they attend school above this target.**