



## **ATTENDANCE AND ABSENCE POLICY**

### **Update September 2020**

Due to the Covid-19 pandemic the following changes have been put in place to support social distancing in and around school and enable 'bubbles' of children to remain as separate as possible.

#### **PUNCTUALITY, ARRIVAL AND REGISTRATION**

The school gates are open and supervised from 8.45am to 9.10am. Each class has an allocated drop off time within this period which relates to arrangements for their school day (playtimes, lunchtimes, home time etc.). Parents have been notified of timings at the start of the school year with arrangements for siblings in different classes being taken into account. Children in KS2 enter school through the carpark gate and are supervised walking around the building and into class via the playground doors. KS1 children enter through the pedestrian gate and into the building through one of the two front doors. Reception children enter their classroom via the front, blue door. Morning registration starts at the drop off time for the class and closes after 10 minutes. If a child arrives after registration he/she will be marked as late (L).

It is important that children attend school on time each day; this is the parent/carer's responsibility. As well as being distressing for a child to enter a lesson late, it is also very disruptive for the class and the teacher. Any child arriving after registration must be signed in by a parent at the school office giving the time of arrival and reason for lateness. School cannot accept a reason for lateness from a child.

After 9.30am, unless a late mark has been recorded, any absence becomes an Unauthorised Absence (U) for that session. The afternoon register is taken in the same way between 12.30pm and 1.30pm depending on the class' lunchtime.