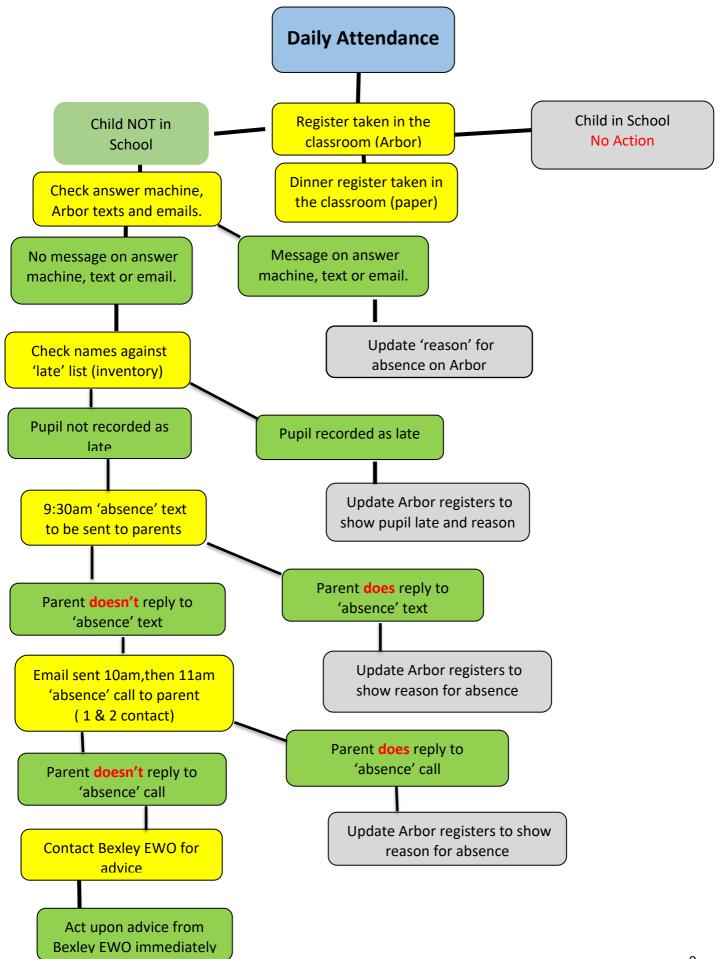


Pupil Attendance and Punctuality

Nurture-Believe-Inspire-Achieve



Morning Lates

Late names collected via the electronic signing in system (Inventry) entered by parent at the office. Lates at the back of the school (Dansington Road) will be asked to go the main gate (Danson Lane) to bring their child/ren in via the office.

6 lates in a **half term/term** are triggered. First letter goes home to parent. A copy is kept in the child's file

6 more lates- second letter goes home to parents. A copy is kept in the child's file

Refer to EWO for 'late surgery' meeting. A copy is kept in the Bexley EWO file

Appendices

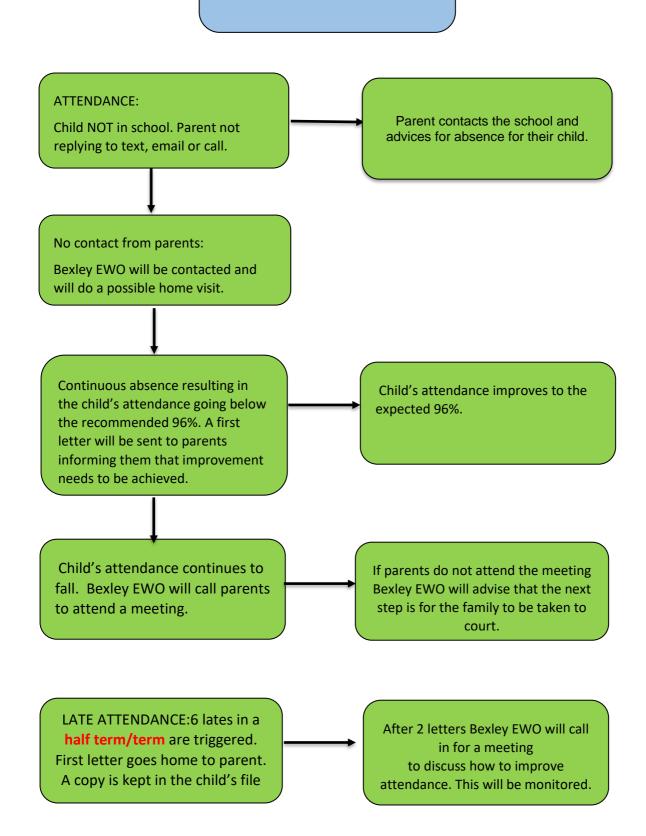
- 1. Morning Late Letter 1
- 2. Morning Late Letter 2
- 3. Bexley EWO 'late surgery' letter

Afternoon Lates

Parents who are late collecting their child/ren are contacted by the school office to see what has happened.

Parents are given a 15-minute window to collect. Parent advised that after this, their child/ren will be taken to the ASC and informed that a charge will apply. You must pick your child up straight away.

Bexley EWO Council Service



Absence from school.

Parent/s request holiday/religious ceremony/absence

during school term.

Absence will be marked accordingly

Danson Primary School does not authorise holidays except for exceptional circumstances.

Example – Military force workers, parents wedding (one day), terminal illness. Religious ceremony abroad.

One day to travel to place of ceremony and one day to return, plus religious day will be authorised.

This will be confirmed by letter from the attendance officer.

Other holidays will not be authorised during the school term.

Proof of flights, ceremony, medical evidence or other relative requirements will be requested, to be considered for possible authorisation. If absence is for more than 5 days the Co-Head Teachers will consider information to fine parents as per the letter, they would have received from attendance officer. This will then be sent to Bexley EWO to process.

If child does not return on the date expected the parent will be contacted by text, email or phone call.

If child has still not returned after 20 days without a good reason, the parent will be issued a 20 day letter, after which the child will be off rolled and unable to return to Danson Primary School. A child missing in education form will be completed and submitted to Bexley Council.