

ATTENDANCE AND TIME KEEPING AGREEMENT

Research shows that good attendance is an integral part to children's success at school and in their future lives. We would therefore like to make the following information very clear to all our parents:

- Any absence must be reported to the school office by 8.30am. This can be via phone call to our dedicated absence line or an email to parentemail@mengham-inf.hants.sch.uk
- School doors open at 8.45am and close at 8.55am for registration.
- All children are expected to be in school by 8.55am to start their learning. Any child entering school after 8.55am must come through the school office and will be marked as late. Parents will be asked to sign their child in and give a reason for the lateness.
- All children's attendance is monitored weekly by the Senior Leadership Team. Parents of any child who shows patterns of lateness or absence will receive a letter inviting them into school to discuss this with a member of the Senior Leadership Team.
- Parents of any child whose attendance has dropped below 92% will receive a letter from school.
- School has the right to request "proof of illness" for any child who shows patterns of ongoing absence and will refuse to authorise an absence if this is not provided once requested.
- School will involve external agencies such as the Family Support Service or Attendance Legal Panel where it is clear that children are not receiving their statutory entitlement to education due to ongoing absence or lateness.
- Under the Hampshire Code of Conduct Headteachers are only allowed to authorise a request for a leave of absence in exceptional circumstances, .ie., if it is "**unexpected, rare, unavoidable and short.**"
- A planned holiday in term time cannot be classed as unexpected and therefore does not meet this criteria. Unavoidable means, cannot be arranged at another time, i.e. within school holidays. A holiday absence must be notified to the school by way of a Leave of Absence Form (LOAF) which must be completed prior to taking the absence. (Form available from the school office).
- Any child having **5 or more days of unauthorised leave over a 50 school day period** will be liable to receive a penalty notice.

- The school day ends at 3.10pm. Teachers will wait by the doors with the children until 3.15pm. Any children who have not been picked up will be taken to the school office and will need to be signed out by their parent or carer on collection.
- Any child who has not been picked up by 3.20pm will be taken to OSCA (After School Club) or an after school activity and parents will need to pay the cost of this provision, unless there are exceptional circumstances.
- If you need to make last minute arrangements for someone else to pick up your child please always let the school office know as soon as possible to ensure your child is released safely from school.

Signed: **Headteacher on behalf of Mengham Infant School**

I have read and understand the Attendance and Time Keeping Agreement.

Signed (Parent/Carer): **Date:**