



Belleville Wix Academy

Attendance

Attendance expectations

We expect all children to attend school every day and to be in the playground at the start of the day. Periods of absence and poor punctuality are disruptive to the children's learning and send poor messages about the value of education. We ask parents to support us in ensuring their children do not miss out through unnecessary absences.

Punctuality

All late arrivals to school must sign the late register in the entrance area. Failure to do so means that your child will remain absent on the school register and in the event of an emergency would be considered as absent. It could also mean that your child will not be included in the school meal numbers for the day.

Absences

If you know your child will be late or absent, for example due to a hospital appointment or school visit, please provide the office with the relevant appointment letter in advance of the absence. Letters regarding absence should be handed in to the office and not the class teacher. This will enable us to keep all documentation regarding your child's absences on file. Where possible, please make essential appointments after registration in the afternoon. All absences not reported to the school will be recorded as unauthorised, until the reason for your child not being at school is established.

Sickness

Please report your child's absence in person or by telephone to the school office **before 8.15am**. The school telephone system has an attendance reporting mailbox.

Holidays

Holidays are expected to be taken during the school holidays. There is no obligation for us to authorise holidays during term time. Exceptions may be made at the discretion of the Headteacher. To request any leave, including holidays, parents must ask complete a Leave of Absence form (available from the school office). The request will be considered on behalf of the Headteacher.

Collection Arrangements

It is essential that the school knows if there is any change in collection arrangements for your child. Staff are available in the playground at the start and end of each day for you to communicate any such information. Please ring the school office **before 2.30pm** if there are any last minute changes, e.g. someone other than the person known to staff is to collect your child at the end of the day. Calling before 2.30pm is important as it allows time for us to get messages to classrooms before the end of the day.

Government guidance

For government guidance on school attendance, please see <https://www.gov.uk/school-attendance-absence>.