8.55am – the registers will be closed. If a child arrives after this time they will receive an unauthorised late mark. Unauthorised lateness counts as an unauthorised absence; a Fixed Penalty Notice may be issued where children are persistently late to school.

Holidays in term time

In line with National Legislation, we are unable to authorise any family holiday during term-time, unless there are exceptional circumstances. Where absence is planned, parents/carers must complete a 'Request for Leave Of Absence form' from the school office, at least ten days in advance. Any period of leave taken without the permission of the school, or in excess of that agreed, will be classified as unauthorised and will be referred to the LA for a Fixed Penalty Notice fine.

Children are only in school for 190 days each year; this means there are 175 days in the year to take holiday!

School Procedures

Absence

If your child is absent and we have not heard from you then we will:

1. Ping a message
2. Then make a phone call
3. Finally, record the absence as a safeguarding issue

Persistent absence (overall attendance lower than 90%)

All the children's attendance is tracked at school. If your child's attendance falls below 90% in a half term, the school will follow the Brighton and Hove City Council attendance guidance:

1. Send a letter
2. Invite to an Attendance Support Meeting
3. Refer to Local Authority Access to Education Team

(see also attendance policy on school website)

ATTENDANCE MATTERS TO YOUR CHILD'S FUTURE

This information is for both you, and your child/ren to talk about

Why do I go to school?

- ✓ to learn more about everything
- ✓ to find out more about the world
- ✓ to have fun making and doing things
- ✓ to be happy with friends
- ✓ to share what we do
- ✓ to work together with everyone

Why does coming to school every day matter?

If you do not come to school regularly:

- ➢ you may not know how to do the work
- ➢ you might feel a bit left out and you have to make friends again
- ➢ you can get left behind

If you miss school, you miss lessons (which may not necessarily be repeated!) This may mean:

1 day absent = 5 lessons missed

3 days absent = 15 lessons missed

7 days absent = 35 lessons missed

14 days absent = 70 lessons missed

Being absent from school makes it hard to catch up with missed work and affects how well your child will do.

How to help your child to have good attendance

It is important that:

- ✓ you believe that it really matters
- ✓ you care about your child's education

Help your child to:

- ✓ have a reasonable bedtime
- ✓ get up at the same time every school day
- ✓ use their own alarm clock
- ✓ keep a diary of homework and things to remember
- ✓ put their clothes and equipment ready for the next day
- ✓ have a regular time and place to do their homework

How school can help good attendance

- Friendly office staff
- Approachable teachers
- Open door policy with Headteacher
- Interesting lessons
- Fun playtimes with friends
- Drop in breakfast club at low cost
- Women's coffee morning

It's fine to send your child to school with a minor cough or common cold. If they have a fever, keep them off school until the fever goes.

If they have sickness and diarrhoea, keep them off for 48 hours.

(NHS guidance)

Absence Procedures

If your child is absent, you must:

- Notify us on the first day of absence, by telephone (01273 604966) or email admin@carltonhill.brighton-hove.sch.uk. Contact us before 8.45 am on the first day of absence and everyday thereafter
- If the reason for the absence is illness, you may be required to provide medical evidence
- Discuss any concerns of long-term absence through illness with the office or Head teacher providing medical evidence, including confirmation of any potential appointment dates and times

Authorised absences are absences which are for a good reason e.g. illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no permission has been given e.g. parents/carers keeping children off school unnecessarily, absence without reason, truancy, children arriving late (after the close of registration), celebrating birthdays and unauthorised holidays. Cases of unauthorised absence may be referred to the Local Authority for sanctions including a Fixed Penalty Notice or prosecution.

Punctuality

We expect all children to arrive on time for school. Poor punctuality disrupts the entire class and can impact on learning.

8.45am – the school day starts, and we expect children to be in class at that time, ready for the day. The registers are marked at 8.45am, any child arriving after will be marked as late.