

## Absence Procedure

- All students are expected to have an attendance rate of 96% or above
- Parents and carers must contact the school on every day of absence, before 8am:  
  
020 8270 4500
- On the first day back from absence, all students must provide a note from home explaining the absence
- Absence during term will not be authorised for any reason other than student illness or in extreme and extenuating circumstances
- When a student's absence becomes a cause for concern, we support their efforts to improve attendance with a range of strategies, including letters, parental meetings, and the implementation of an Attendance Support Plan and/or catch-up at the end of the school day
- The school operates a late detention system for students who persist in arriving late to school. This is held for up to one hour and you will be notified in advance
- Family holidays and other trips abroad during term time are not permitted and such absences will not be authorised. When a student takes an unauthorised leave of absence the school may apply to Barking & Dagenham local authority to issue a Penalty Notice fine. Fines are £120 per parent, per child (reduced to £60 if paid within 21 days)
- The school works closely with the Education Welfare Officer who reviews registers and attendance and follows up on irregular attendance and punctuality. If your child is experiencing any difficulty or worries in school which affect their attendance, we will try to work together to sort matters out and help you meet your responsibilities. However, you do need to be aware that, in extreme cases of irregular attendance, the Local Authority may take legal action under the 1996 Education Act s444 (1). This can result in parents being fined up to £1,000 per child if convicted of the offence