



Abbeywood First School and Church Hill Middle School RSA Academies



Attendance Procedures

Absence and First Day Calling

In the case of absence, we request that the school office is informed by 9am and thereafter on each day of absence.

Children arriving after 8:50 am will be classed as 'late'. Registers close at 9:15 am and any child arriving after this time will have an unauthorised absence for the morning session

In the case of an unreported absence, the office staff ensure **first day calling** to gather the reason for the absence. Good practice is to follow up with a letter where contact has not been made with the parent.

If the reason for absence continues to be unknown, the EWO will be informed.

The EWO visits school fortnightly to monitor attendance. Any children whose attendance falls below 95% will be identified and reasons discussed. Monitoring letters and/or home visits are arranged in consultation with the Head of School to follow up any concerns.

Medical Appointments

We request that medical and dental appointments are made outside of the school day where possible. If a child needs to attend an appointment during the school day, we ask to see a copy of the appointment letter to keep with the child's records. The child should attend school before and after the appointment if reasonable.

Holiday Requests

We ask that holidays are taken outside of term time only. Any requests for leave must be made on the school form 6 weeks prior to any planned absence and a meeting held to discuss the exceptional circumstances with the Head of School. Parents will be informed in writing if this request has been granted.

Transfer to Another School

If a child is transferring to another school, the County Council form must be completed by the parents. A meeting must be held with the Head of School to discuss the reasons for the move and the form will then be signed by the Head of School.

Home Education

If a parent wishes to Home Educate their child, a meeting must be held with the Head of School to discuss the reasons for this. School must be informed in writing, who will in turn inform the Local Authority of this decision.