



Attendance Policy

Effective from: *September 2019*

Signed by: *Helen Elphick*

Reviewed: 20/09/22

Next review date: *September 2023*

Attendance Champion: Rachel Branigan (Pastoral Lead)

The school's attendance record is very good. For 2021–2022 attendance was 90.95%, authorised absences were recorded as 8.98% with 0.07% unauthorised absences. These figures reflect a high proportion of sickness and hospital visits and family events. Parents are required to notify school of the reasons for any absences either by telephone by 9.15am on the first day of absence or by email to the school office. (office@qe2school.co.uk) Please can you let the office know in advance if your child has any appointments during school time.

If it is necessary to take your child out of school during term time, please complete a holiday form which is available on the school website. These must be returned to school with as much notice as possible and before the event commences.

Please do not book holidays without first completing a holiday form and having it signed. While we understand the need to take our pupils away out of term time we really don't want them missing exciting learning in school and would like to work with you to avoid this.

Pupils at our school are often more vulnerable to infection and parents are asked to keep children at home if they have a severe cold, sickness and diarrhoea or an infectious disease, until they are fully recovered, to help avoid the risk of spreading infection.

If a pupil becomes ill during the school day, parents will be informed by telephone and asked to collect them.

Teachers are to inform office staff when pupils are absent and a message has not been received. The office manager will then contact parents and keep a record of her actions.

Persistent absence will be investigated by our safeguarding lead and pastoral lead.