

Attendance

To read our full Attendance Policy, visit our website:

https://hambrook-pri.eschools.co.uk/website/school_policies/68745

Hambrook Primary School Attendance Leaflet



Moorend Road Hambrook, BS16 1SJ
Telephone: 0117 956 8933
E-mail: office@hambrookprimary.org.uk



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Authorised (approved) absence – types of authorised absence that may be approved: -

- Medical absence for emergency medical/dental appointments
- Illness

Unauthorised (not approved) absence – types of absence that will not be approved

- Absence due to birthday, shopping for uniform, looking after family members, attending medical appointments of siblings.
- Holiday in term time unless there are exceptional circumstances agreed to by the Headteacher – in line with changes to the law implemented in 2013.
- Late arrival to school after the register has closed.

Illness

Children will experience illness from time to time. Please help us by informing the school office by telephoning or e-mailing before 9am with a reason for your child's absence e.g. diarrhea, please inform us each day your child is away from school.

Penalty notices

Penalty notices maybe issued to parents by the Local Authority, please read our full Attendance Policy for more information.

Rationale

We are committed to ensuring that all students benefit from the opportunities available at Hambrook School. Our expectation is that all students arrive on time and attend regularly that is - every day that the school is open unless there is an unavoidable reason for not doing so.

Registration

There are two sessions in each school day, the morning session and the afternoon session. Registers are taken at the following times:

- *8.50am morning session*
- *3.10pm afternoon session*

Absence from school

There are only two categories of absence from school:

1. Authorised – approved
2. Unauthorised – not approved

Any request for a planned absence from school must be either by letter or e-mail to the Headteacher explaining the absence (this does not include illness). This letter/e-mail must be sent at least two weeks before the planned absence or as soon as possible.

