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Headteacher: Mrs J Knock



Udimore Road  
Broad Oak  
Brede  
East Sussex  
TN31 6DG

**Responsible – Inquisitive – Confident – Inspired – Respectful**

## **Parents' Guidance on Attendance and Punctuality**

We want all pupils to take full advantage of their education at Brede Primary and to work in partnership with you. If you are having any difficulties with your child's attendance, please get in touch with us.

**Below are the procedures we use at Brede:**

### **Arriving late to school**

The school gates open at 8.40 am and close at 8.55 am. Children are welcome to wait on the playground if supervised by a parent/ carer. The bell will ring at 8.45 am when the children can enter the classrooms. Hedgehog Class will be collected from the playground at 8.45 am for the first week of term in September.

All children must be in their classrooms, ready to start school by 8.55 am. Arriving after this will be recorded as late in the register. If a child is late on two or more occasions in a term, the Headteacher will contact the parents/carers.

### **Authorised Absence**

#### **Absence due to illness**

Please refer to the following NHS England's advice regarding whether your child should or shouldn't be at school: [Is my child too ill for school?](#) Children should be kept at home if they have been vomiting and/or have diarrhoea due to an infectious illness, such as norovirus. They should not return until 48 hours after the sickness/diarrhoea has ended. If you suspect your child has coronavirus (COVID-19), please follow the latest NHS advice, available at: [COVID-19 and Children](#).

**Please telephone the school on the first day of illness and each day thereafter.**

Whilst school appreciates that young children are often unwell, the Headteacher is required to monitor registers weekly. If a child is absent frequently due to illness, the parents/carers will be invited to a meeting with the Headteacher to discuss any ongoing health problems and offer additional support if appropriate. At this stage, medical evidence will be required before authorising any further absence (see unauthorised absence) and a parental attendance contract will be issued.



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### **Absence due to medical appointments**

If possible, doctor/medical or dentist appointments must be made outside the school day. On the occasions when this is impossible, please inform the school in advance by bringing the appointment card/letter into the school office.

### **Absence due to religious beliefs**

If your child is attending a significant religious festival, please complete a Withdrawal from Learning form (available from the main school office) for the Headteacher's consideration.

### **Absence due to exceptional circumstances**

Please complete a Withdrawal from Learning form (available from the main school office). Only exceptional and unavoidable circumstances will be considered. All requests must indicate why the absence can only be taken during term time. Evidence should be attached to the form.

### **Applying for an absence from learning due to a family holiday**

Holiday requests during term-time will not be authorised. A £60 penalty notice is issued for every 10 sessions (5 days) of unauthorised holiday taken in an academic year.

### **Unauthorised Absence**

If the procedures outlined on this letter are not followed, it will result in absences being recorded as unauthorised. Parents/carers will be invited to meet with the Headteacher, and an parental attendance contract will be issued. If a parent/carer fails to attend this meeting, the contract will be issued in their absence. Failure to comply with the parental attendance contract could result in legal action, including a £60 fixed penalty fine for each parent/carer.

### ***Please note:***

If the school is concerned about why a child is absent and/or no communication has been received, the school will undertake a home visit. If a child is continuously absent from school for twenty days without notification, they will be removed from the school register and reported as missing in education.

