

ATTENDANCE MATTERS

- In the Red Kite Learning Trust we are committed to ensuring that all children receive a good level of education. This can be achieved if children come to school ON TIME, EVERY DAY.
- Parents have a legal duty to get their children to school every day unless there is a good reason for absence.
- Please be punctual. School starts at 8.50 am. Doors are locked at 8.55 a.m. If you arrive after 8.55 a.m. you must report to the school office.
- Pupils who are late disrupt the whole class, which causes embarrassment for them, and they also miss vital teaching time.
- If a child is absent, we must be told the reason why on the first day of absence, before **9.00 a.m.** followed by a written reason for absence upon their return to school.
- You can contact school by calling the main office on 0113 2647514. Please leave a clear explanation for the absence.
- If we do not hear from you, we will contact you by phone, letter or by visiting you at home.
- The Government now define 'persistent absence' as attendance less than 90%.
- Please note that 1 day of absence counts as 2 sessions. This equates to approximately 3% depending on the length of the half term.
- The Local Authority will implement a fine on the fifth day of an unauthorised absence.

ILLNESS

If a child is genuinely ill he/she should remain at home and you should notify your school. Your child should be taken to the doctor to confirm the symptoms. The school office or a doctor can provide some guidance on the amount of time that common illnesses, particularly contagious ones such as chicken pox, require a child to be absent.

If a child has viral sickness and diarrhoea they should only return to school 48 hours after the symptoms have subsided.

If another illness lasts for more than 2 days, school needs to be contacted again on day 3 of the continuing absence in order to update our records. Messages on Tapestry regarding an absence still require notification to be given to the office.

APPOINTMENTS

Whenever possible, dental and other appointments should be made outside of school hours. We do appreciate that hospital appointments are not always flexible, and emergencies occur. School must be notified prior to the appointment and if you have an appointment card, text or letter please bring to school.

OTHER ABSENCES

Some absences are allowed by law, for example if a child is ill or there is a family crisis such as a funeral. These are authorised absences. However, there are other times when pupils are absent for reasons which are not permitted. These are known as unauthorised absences. Unauthorised absences include going to the shops, looking after younger children, sleeping in, hair appointments, birthdays, lack of uniform or PE kit, a parent feeling unwell or children not wanting to come to school.

FAMILY HOLIDAYS

- You **do not** have the right to take your child on holiday during term time.
- By law parents/carers **MUST** ask the Head teachers permission **before** booking a holiday.
- The holiday will only be approved in **exceptional** circumstances
- You should request an 'Exceptional Circumstances Form' from the Headteacher/Office and you may be required to attend a meeting in school.

- **RELIGIOUS HOLIDAYS**

Children are only allowed to take 1 day per religious holiday and no more than 2 days per academic year. School should be informed beforehand if you intend to keep your child away from school for a religious holiday.

GOOD ATTENDANCE

Good or improving attendance is recognised and rewarded in each school. There is a positive link between good attendance and attainment. At Colton, we celebrate the class with the highest attendance each week in Celebration Assembly.

POOR ATTENDANCE

Poor attendance could result in a child or family being referred to the Attendance Improvement Officer for the Cluster. An Attendance Improvement Officer will visit you at home and do an assessment of the reasons for poor attendance. This could result in further action being taken if attendance fails to improve.

HELP WITH PROBLEMS

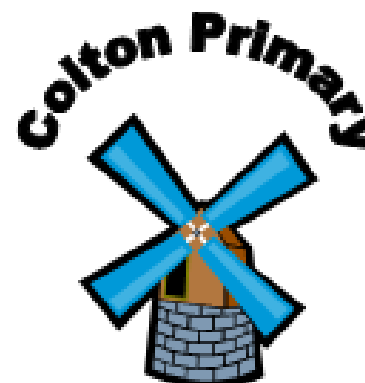
If you have any problems with attendance or any other matter such as a parent being ill or family difficulties, please come and talk to us.

We have a range of support that may be offered through schools, the Attendance Improvement Officers or TNCP Cluster Team. Please contact school directly if you are concerned about attendance and speak to Mrs Johnson or Miss Weddle who can support with SEND needs.

Thank you for your support (**July 2025**)

[Microsoft Word - Finalised - RKLTL - Attendance Policy - 2024-2025](#)

Attendance & Punctuality



A GUIDE FOR PARENTS & CARERS