

## **ATTENDANCE GUIDELINES (2025 – 2026)**

At Viridis Schools, we expect all children to arrive on time at 8:55am and attend every day. Children have only 190 school days in a year, and we believe that each one is important. Evidence shows there is a clear link between poor school attendance/punctuality and low levels of achievement. We expect all individual pupils to achieve at least 97% attendance. Any child who arrives at school after 9:05am will obtain a late mark. Children who arrive late not only miss a vital part of the day but also disturb the learning of the rest of the class. All lates will be monitored and recorded. You will receive a 'late' card detailing the number of minutes late and persistent lateness could result in a referral to the School Attendance Officer.

Parents/carers have a responsibility to notify the school on the first day of absence before 8:55am. A reason for absence must be provided and an expected return date given. Please inform a member of office staff or leave a message on the school answer phone. This should be followed up with a written explanation along with suitable evidence handed to the school office i.e. an appointment letter, a doctor's note, a copy of a prescription or a label of medication. In cases where a written explanation has not been provided, the absence may be unauthorised, and a letter will be sent to you. Unauthorised means the school is not satisfied with the reason of absence provided.

It is essential that all appointments such as routine check-ups or a visit to the dentist, optician or GP are booked out of school hours or in the holiday periods to avoid missing crucial learning time. If your child has any upcoming hospital appointments and you are required to collect them, please ensure you notify the school office beforehand and minimise this absence by taking as little time away as possible. Evidence will need to be provided for any hospital appointments in the school day.

We do not authorise holidays taken during term time and any absence/(s) taken for this reason will be marked as unauthorised unless there are exceptional circumstances. Unauthorised means the school is not satisfied with the reason of absence provided. If your child is persistently absent or overall has low attendance, he/she risks their place being given to another pupil and you will need to complete a special leave request form at the school office to notify us of a leave such as this.

The school will refer pupils to the Hackney Education School Attendance Officer if there is a cause for concern about unauthorised absence/(s) and/or lateness. In most circumstances each liable parent/carer could receive a Fixed Penalty Notice of £60 or further action being taken if the absenteeism persists. The same fine can be issued for unauthorised term time holidays of three days or more. If the penalty notice is not paid in full within 28 days, the local authority can prosecute for the offence. To help plan your holidays you will find our term dates on our fortnightly newsletter and the school website. Please ensure personal holidays are taken within the 13 weeks allocated for this.

The school and Hackney Education work closely together to ensure that all pupils attend school regularly and arrive on time and we hope that you will also support us in ensuring that your child receives their full educational entitlement. If you have any enquiries or concerns regarding your child's attendance or punctuality, please inform your child's class teacher or a member of the school leadership team and we will do all we can to support you.

We are very proud of the achievements and progress of our pupils and are passionate about a child's right to an education. This can only be achieved through good attendance to school.