



Attendance and Punctuality at The Kite Primary Federation



Our target is that children attend school at least 95% of the time.

Children with attendance below 90% are considered to be 'persistent absentees'. This means the school and the local authority need to work together to put in place targeted support to remove barriers.

School leaders (including governors) regularly monitor the attendance of individuals, classes and groups of pupils.

Children should stay at home if they have...

A fever
Vomiting or diarrhoea
Flu or heavy colds
Childhood diseases such as chickenpox

Coughs, Colds and Covid



If your child is unwell with something that can be passed to others, they must stay at home until they feel better.

If your child is unwell, please call the school office, or send an email **every day** that they are unwell giving as much detail as possible.

Unauthorised Absences

The school will not authorise absences for:

- A child being tired
- Day trips
- Holidays
- Birthdays
- Visiting relatives (including overseas)
- Shopping
- Parent or sibling illness
- Treating of headlice
- Non urgent medical or dental appointments
- Exceptional leave of absence longer than the duration originally authorised by the Executive Headteacher



Term Time Holidays

Permission for absence for a holiday or for travelling to visit relatives will not be given.

Exceptional or Special Leave

In an emergency, exceptional or special circumstances, parents or carers must make a request to the Executive Headteacher for short periods of leave. These circumstances may include: the funeral of a close family member or common religious festival such as Eid or Diwali.

In making the decision, the Executive Headteacher will consider:

The child's current attendance percentage

The child's previous year's attendance percentage

Previous applications and absences

Just 5 minutes late...

3 times = a whole phonics / spelling lesson

5 mins late every day for a year = 16.25 hours of lost learning



Did you know...

80% attendance over 5 years is the equivalent to one whole year of education lost!



Every Minute Counts!

Doors open at 8.35am until 8.45am
(children are late after 8.45am)

Registers are taken between 8.45am and 8.55am (if your child is late after the registers have closed at 8.55am this is marked as 'absent' on their attendance record)

Lessons start at 8.55am

When your child comes in they are able to:

Change reading books

Talk to friends

Settle for the day

Complete 'morning work' (essential practice of key skills)