

The staff and Governors at Conifers Primary School are committed to providing the best quality education to enable every child to THRIVE, in a fun and safe learning environment. Attendance is at the heart of our school policy and we strive to ensure that all children are in school and on time, every single day.



Conifers has a 97% attendance target for EVERY child

Our aim is to work with families to ensure all children meet or exceed this target

Holidays in Term Time

As you are already aware, we discourage any holidays during term time and we are unable to authorise any absence for this reason. Doing this will not only affect your child's attendance but will also affect their learning. Parents/Carers can request to take children out of school during term time and must complete an application for leave of absence in exceptional circumstances form. Holidays taken without completion of this form will be recorded as unauthorised. A Penalty Notices may be issued by Dorset Council for unauthorised holidays in term time.

Attendance Explained

Full attendance requirements are:

- No holidays in term time
- No 'late after register closed' attendance marks
- No unauthorised attendance marks
- Special circumstances supported by Heateacher



Examples of authorised absence:

- Genuine illness
- Medical appointments where a card/letter has been provided.
- Exceptional circumstance examples - birth of a sibling, death of a close relative
- Religious observation.

Examples of unauthorised absence:

- No explanation for your child's absence, when reporting your child's absence reasons such as "not in today" will not be authorised.
- Medical appointments where no card or letter has been provided.
- Illness/appointments for parents/ carers.
- Parents/carers thought school was closed.
- Headlice.
- Unauthorised holidays in term time.

Legal requirements

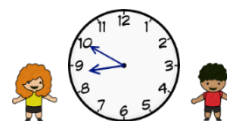
It is a legal requirement that all children attend school regularly and schools have a statutory duty to enforce a clear policy on attendance. At Conifers, children's attendance is monitored closely and parents/carers will be informed if their child's attendance is causing concern.

Medical Appointments

We ask medical appointments are made outside of school hours unless absolutely necessary. All medical appointments must be backed up with a medical appointment card or letter or we will be unable to authorise the appointment even if children are taken out of school after each registration period

Lateness and Reporting Absence

School starts at 8:50am
Arrive on time every day



It is very important that all children arrive to school at 8.50am every day. If your child arrives late, they will need to enter school office. A child will be marked as late on the register if they arrive after 9am.

If your child is not well enough to attend school you must report their absence by 9:00am, with the illness your child has. If you fail to do this it, you will receive a phone call from the school office. If no contact is made, it will result in an unauthorised absence mark and the school Safeguarding Team will be informed. It is a safeguarding matter as children need to be accounted for every day.

All absence must be reported to the school office by phoning

01305 771289 (option 1)

Celebrating Attendance



- Monthly class attendance challenge. The winning class receives a certificate, trophy and a shared prize to enjoy as a class.
- Monthly attendance is celebrated on the school website.
- At the end of each term, children with 100% attendance for the term will be awarded a bronze, silver and gold badge for 100% attendance.
- Termly attendance tombola for children to win a prize for having attendance of 97% or more for the term.

