



Key Points for Information – Lateness to school

- Students should attend school for 190 days per year.
- If your child is ill, contact the school on each day of absence, before 8.15am.

Please note Haileybury Turnford does not operate a 48 hour return to school policy following an illness/sickness bug. Your child should return to school at the earliest opportunity

- If no contact is received regarding the absence, it is recorded as unauthorised. Ultimately the school is responsible for deciding if the absence is acceptable or not. Only genuine absence will be authorised. You must provide medical certificates or evidence of appointments if you wish us to consider them, or if your child has a poor attendance record.
- Ensure that medical appointments are made outside of school time.
- Holidays should not be taken in school time
- We will on occasion need to send you letters to let you know about potential effects of your child's attendance, should it drop below 96%. In each of these letters there is specific legal wording which has to be used. Please respond to letters or telephone calls regarding attendance and punctuality as required by the content of the letter or if you wish to discuss the impact of attendance further.
- Contact the Attendance Team if you are experiencing difficulty in getting your child into school.
- All requests for leave of absence in term time must be made in writing on the leave of absence request form at least two weeks in advance of the required date (see [Leave of Absence](#)).
- As a parent or carer you are committing an offence if you fail to ensure that your child attends school regularly and punctually, even if they are missing school without your knowledge.

Every Minute Counts

If you arrive late to school everyday your learning begins to suffer. Below is a graph showing how being late to school everyday over a school year adds up to lost learning time.

