



Attendance procedures for Brookside School

This document should be read in conjunction with the OAK Multi Academy Trust Attendance Policy – Pupils, which can be found on the school or trust website.

The guidance covers areas such as:

- Procedures and times for arrival including late arrivals
- Procedures for absence reporting

Procedures and times for arrival including late arrivals

School registration is at 8.45.

Any child arriving after the gates have been locked, need to be signed in by an adult at the office and they will receive a late mark.

Procedures for absence reporting

Parents must call in to report their child's absence. They can leave a message or speak to the office staff who will then change their marks on SIMS and make a note as to why they are absent.

If a child is absent and we have not heard from a parent, the office staff will call parents from 9.30am and leave a message if they do not answer.

We have a list of vulnerable children where their attendance is monitored. Any absences are reported directly to the Head Teacher.

Attendance monitoring

This occurs daily, but at the end of each half term a letter is sent home for any child with an overall attendance below 92%. Attendance certificates are also sent regularly with reports.