



St Chad's CofE Nursery and Infant School

Attendance Policy Summary for Parents.

Our attendance policy is rooted in a whole-school ethos that values good attendance, emphasising strong relationships with families, early intervention, and an inclusive environment that supports pupils' social, emotional, and academic development. Regular attendance is vital for building routines, fostering positive teacher-pupil relationships, preventing knowledge gaps, and ensuring access to education and enrichment opportunities.

We are an Inclusive Attendance school that prioritises attendance by working closely with families, offering support, and fostering collaboration at all stages.



We will regularly keep you up to date with your child's attendance. ***If you wish to know your child's attendance please speak with Mrs Sohanpal.***



Key Information.

Unplanned Absence

Parents/carers must inform the school of unplanned absences by 9:00 am on the first day, via phone or email. Absences due to illness will be authorised unless there are concerns about authenticity or attendance is below 90%, in which case medical evidence may be required.

Planned Absence

Medical or dental appointments are authorised if notified in advance with evidence provided, though parents are encouraged to schedule these outside school hours where possible.

Lateness and Punctuality

Pupils arriving after 9:00 am are marked late, with minutes tracked for monitoring. Persistent lateness triggers support from the Family Support Worker.

Following up Unexplained Absence

The school contacts parents on the first day of unexplained absence and conducts home visits if needed.

When Absence Will Not Be Authorised
Leave requests during term time will not be approved for holidays; immediately before or during statutory assessments; if a pupil has any unauthorised absences; or if their authorised absence record exceeds 10%. Headteachers can only authorise leave for exceptional circumstances and consider each request individually, factoring in the pupil's attendance history and the supporting evidence provided.



Penalty Notices

It is important for you to be aware of the statutory guidance. Penalty notices may be issued if a child has unauthorised absences or takes term-time holidays. Fines start at £80 per parent per child if paid within 21 days, increasing to £160 if paid within 28 days. A further penalty notice within a 3-year period, the fine increases to £160 per parent, per child. A third penalty notice within a three year period, leads to Magistrates Court. As a school, we want to work with you to avoid these penalty notices.

Further information and our attendance policy can be found here:

 www.stchads.derby.sch.uk/webiste