



ATTENDANCE AT A GLANCE

Moorland Primary School ~2026–27

Every day in school matters. We want children to be here, on time, learning and belonging.

96%+ whole-school attendance aim	93% Moorland early-support point	90% persistent absence threshold
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✓ EVERY DAY & ON TIME

- School starts at 8:45am.
- Gates open at 8:30am and close at 8:45am.
- Morning register closes at 8:50am.
- Arriving after 8:50am is recorded as unauthorised late (U).

☎ IF YOUR CHILD IS ABSENT

- Call the school office by 9:30am on the first day.
- Tell us the reason and when you expect your child to return.
- Keep us updated on each day of absence.
- Unexplained absence is followed up because attendance is a safeguarding matter.

✚ ILLNESS & APPOINTMENTS

- Physical and mental ill health can be authorised.
- Evidence may be requested where absence is prolonged, repeated or there is genuine doubt.
- Please make routine medical/dental appointments outside school hours where possible.

★ TERM-TIME LEAVE

- Holidays in term time are not normally authorised.
- Leave can only be agreed in exceptional circumstances.
- Apply as early as possible and, where possible, at least 6 weeks before.
- Unauthorised leave may contribute to a penalty notice.

WHAT HAPPENS IF ATTENDANCE FALLS?

1 Early contact Below 93% + recent absence We write to you and monitor.	2 Further support Concern continues We contact you again and explore barriers.	3 Action plan Unauthorised absence continues We agree an Attendance Action Plan.	4 Escalation Concern remains Local Authority referral / legal action may follow.
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WE WILL WORK WITH YOU

If SEND, disability, physical or mental health, family circumstances or other barriers are affecting attendance, please **talk to us early**. We will listen, consider reasonable adjustments and work with you and other professionals where needed.

Important: 10 sessions of unauthorised absence within 10 school weeks is the national threshold at which a penalty notice must be considered. Fines are issued per parent, per child.

Need help with attendance? Contact the school office - we would rather help early than wait for attendance to get worse.