



The Aspire Learning Partnership of Schools – Common Attendance Principles

As part of the Aspire Learning Partnership of Schools, Rise Park Primary and Nursery School adheres strictly to the Nottingham City Council common attendance policy. Nottingham City Council (the Local Authority) is committed to raising the educational attainment of pupils within the city and affording them the best possible life chances following statutory education. In order to achieve this, children and young people need to attend school regularly and be equipped to learn. The latter, including punctuality is a precondition of social inclusion and a prerequisite to effective learning. Irregular school attendance is a contributory factor in social exclusion and underachievement. Pupils who fail to attend school regularly are more likely to be the victim of crime themselves or to become exposed to offending behaviours by others. City children should attend the school in which they are registered, on time.

Authorisation of leave of absence

In line with the Nottingham City Council common attendance policy leave of absence will be authorised for **exceptional circumstances only**.

Requests must be submitted in writing, in the form of a letter. Authorisation will only be considered in exceptional circumstances and will be at the sole discretion of the Head Teacher.

Holidays are not encouraged to be taken during term time and as such will be recorded as unauthorised. A referral will be made and a penalty notice may be issued by the Education Welfare Service.

Punctuality

Registration periods will last for 10 minutes, after which time the register will close.

Rise Park Primary & Nursery School start their school day at 8.55am and registration starts at 9.00am

The register will close at 9.10am

Any pupil arriving after the start of the day will be recorded as late. If a child is consistently late the Attendance Improvement Officer would request a meeting and offer support. If late arrivals continue and the child is recorded as U (late after register closes) for five times in a four week period, the school will request that the Education Welfare Service issue a Late Penalty Notice.

The following Aspire Learning Partnership Schools are supporting the Common Attendance Principles:

Glade Hill Primary School, Henry Whipple Primary School, Rise Park Primary School, Robin Hood Primary School, Southglade Primary School, Westglade Primary School, Top Valley Academy