

## **Attendance / Punctuality**

**The school day starts at 8:45am and ends at 3:05pm.**

We do expect children to be in school by the start of school at 8:45am. Lateness is recorded on our attendance registers and will be addressed by the school as a concern if a child is regularly late.

Please let us know if your child is absent by telephoning the school office before 9.15 am. We operate a 'First Day Response' policy and will telephone you if no message has been received. This requirement is made in the interests of your child's safety.

Holiday absence cannot be authorised during term time. If for any reason you need to take your child out of school in term time please email the headteacher to request permission.. [head.2527@windmill.oxon.sch.uk](mailto:head.2527@windmill.oxon.sch.uk)

If you are finding it difficult to get your child to school because of personal difficulties such as illness or other difficult circumstances, the Attendance and Engagement Officer may be able to help. Just ask your class teacher or the Headteacher for more information.

The school regularly monitor the attendance of all pupils and should your child's attendance fall below 95% without good reason we will be in contact with you to see if we can give any support to ensuring that your child is in school every day.

Everyday matters!