

A Summary of our Attendance and Punctuality Policy- September 2026



This is a simple guide to help you understand our attendance policy at Sunshine Academy.

Why Attendance Matters

We believe children attend best when they feel safe, valued, included and experience a strong sense of belonging. Coming to school every day helps your child learn and make friends.

School Times

Gates open: 8.30am to 8.40am

School starts: 8.40am

School ends: 3.15pm

Please make sure your child arrives by 8.40am every day.

If Your Child is Absent

All absences must be reported to the academy on a daily basis by **9.10am** at the latest.

How to report: Call the school office on **01922 710174**

You need to:

- Tell us why your child is absent
- Call every day they are off
- If your child is absent for more than 5 days, we may ask for medical proof (like an appointment card, prescription, or hospital letter)

Medical Appointments

Try to book appointments outside school hours when possible. If you can't, your child should only miss the time needed for the appointment.

Please show us the appointment card or letter.

Holidays During Term Time

We cannot usually approve holidays during term time. The headteacher will only say yes in very special circumstances.

These are NOT special circumstances:

- Cheaper holidays
- Family birthdays
- Weddings abroad
- Work commitments

What Happens if You Take an Unauthorised Holiday?

First time: £80 per parent, per child (if paid within 21 days) or £160 (if paid within 22-28 days)

Second time (within 3 years): £160 per parent, per child (must pay within 28 days)

Third time (within 3 years): You may be taken to court, which could result in a fine up to £2,500 and a criminal record

Example: If you have 3 children and take them on holiday, each parent would receive 3 separate fines.

Being Late

If your child arrives after 8.40am but before the register closes, they will be marked as late.

If they arrive after the register closes, they will be marked as absent.

If your child is often late, we will meet with you to help solve the problem.

How We Support You

We use a **Golden Hour** and **Silver Hour** approach:

- **Golden Hour:** In the first hour of school, we contact families if children haven't arrived to offer support
- **Silver Hour:** We try to help children come to school for the afternoon if they missed the morning.

When Attendance Becomes a Concern

We monitor attendance carefully. If it falls below certain levels, we will:

- Contact you regularly
- Meet with you to understand any problems
- Create a plan to help improve attendance
- Work with other services if needed

What We Need From You

- Make sure your child comes to school every day and on time
- Call us by 9.10am if they're absent
- Tell us if contact details change
- Book medical appointments outside school hours when possible
- Work with us to solve any problems

Who Can Help?

Headteacher: Sarah Corkindale

Phone: 01922 710174 **Email:** postbox@sunshine.lhmat.com

Remember: We're here to help! If you're having trouble getting your child to school, please talk to us. We want to work with you to support your child's education.