Attendance Reminders

PLEASE READ

UPDATED GUIDANCE ON LATES





- Registers can only be open for 30 minutes every morning.
- If children are not present for registration, (08.45 on Silver Birch and 08.50 on Willow) children will receive a L code on the register for LATE.
- If children arrive after registers close, they be marked on the register with an U code which is an unauthorised absence for the whole morning.
- Registers close at 09.15 on Silver Birch and 09.20 on Willow.
- Ten U codes within 10 weeks could result in a penalty fine from Bristol City Council.

Silver Birch Annexe (Reception, Year 1 and Year 2)

8.45am—3.15pm – Registration is at 8.45am.

Total hours = 32.5 per week

Willow Site (Year 3—Year 6)

8.50am—3.20pm – Registration is at 8.50am.

Total hours = 32.5 per week



The school bells will ring 5 minutes before registration at

08.40 on Silver Birch

08.45 on Willow



The school gates will close 5 minutes after.

TERM TIME ABSENCE



Please note that for any planned absence, even if for one day, you must submit an absence request form from the office.

Absences can not be authorised unless an absence request form was submitted before the absence.

Schools can only grant a maximum of 2 days holiday or absence in exceptional circumstances. 10 unauthorised sessions in 10 weeks could result in a penalty fine from Bristol City Council.

1 day = 2 unauthorised sessions. 5 days = 10 unauthorised sessions.