

ATTENDANCE

A Guide For Parents

1. When does my child need to be in school?

Your child should be at school in good time for registration. The morning register will be called promptly at 9.00 a.m. and the afternoon register at 01.00 p.m.

2. What happens if my child is late?

If your child arrives after 9.00 a.m. he/she will be marked late. If your child arrives, (having been home for lunch), after 1.00 p.m. he/she will be marked late.

Pupils who arrive late should report to the school office accompanied by parents/carers. If a pupil is regularly arriving late at school (or when being collected at 3.05 p.m.) a meeting will be arranged with a member of staff to discuss reasons/difficulties for lateness.

Unacceptable reasons for lateness include – getting fuel for car, overslept, clock wrong, running late, disorganised, child's behaviour.

3. Does the school need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence, preferably by 10.00 a.m. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report. A follow up letter is not obligatory, but may be requested in cases of prolonged absence.

4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make a routine appointment after school or during the holidays)
- Day of religious observance
- Family bereavement

5. What is unacceptable?

The school will not authorise absence for day trips, additional days to extend holiday, visiting relatives, shopping, birthdays or looking after brothers or sisters.

6. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?

The school recognises that such absence can be important for children to keep in touch with their extended family, where this is their country of origin. Contact the Headteacher as soon as possible to discuss the best time for such a visit.

The school recommends that such absences do not take place during school time.

7. What can I do to encourage my child to attend school?

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Why is regular school attendance so important for my child?

Regular attendance at school means that your child can make the most of their education, improving their chances in adult life.

School can also help your child's social skills such as making and developing friendships. A regular and punctual attendance pattern will help your child when they enter the world of work.

The link between attendance and attainment in school is clear. The more a pupil is in school the more they increase their opportunity to fulfill their potential

Getting to school on time!

8.45am doors open for all children.

9.00am doors close so the children need to go to the office, as they are late and will get a late mark.