

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 8.45am and the afternoon register at 1.15pm. There are staff members on the playground from 8.35am and parents are responsible for their own children until this time.

2. What happens if my child is late?

Registration finishes at 8.50am in the morning and 1.20pm in the afternoon. If your child arrives between 8.45am and 8.50am he/she will be marked late. If your child arrives after 8.50am he/she will be marked absent. If your child arrives between 1.15pm and 1.20pm he/she will be marked late. If your child arrives after 1.20pm he/she will be marked absent.

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

We would expect a parent to telephone the school on the first day of absence, before 9.15am preferably. If you do not phone us, we will phone you. However, we need a written explanation on your child's return to school. 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.

4. What reasons will the school accept for absences?

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

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce evidence or a medical certificate.

5. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

6. Will the school contact me if my child is absent?

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance. If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

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

Penalty Notice Code of Conduct (amended) September 2018 The school recognises that such absence can be important for children to keep in touch with their extended family. Contact your child's class teacher or form tutor as soon as possible to discuss the best time for such a visit. The school would strongly recommend that such absences do not take place during your child's SATs examinations or the time immediately prior to the examinations when they will be preparing for them. Unless there are exceptional circumstances, this will not be authorised. However, if your child's overall attendance is good, and the period is less than 3 consecutive days, the absence will not be referred to the Education Welfare Officer. As far as possible we will set work for such absences and ensure that it reinforces the educational value of such a visit.

8. 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.

9. My child is trying to avoid coming to school. What should I do?

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.

10. My child has medical appointments and an ongoing medical condition. What should I do?

Supporting a child with a medical condition that has impacted their attendance is not the sole responsibility of one person. The school will work collaboratively with medical staff within the organisations being used and with outside agencies where support may be needed. The school will draw up a Medical Healthcare Plan with parents and with advice from medical health professionals. This will evidence reasons for absences from school and how provision can be altered to cater for the medical needs of the pupil. For short term absences, school will provide work/homework and activities for school work missed. The first 3 weeks of absences remains the school's responsibility from their in house support procedures. For prolonged support, current medical evidence is required and a treatment plan put in place. Support from 'Education Support Team for Medical Absence' team (ESTMA) is sought through a referral using a CAF (Common Assessment form) or EHA Hub (Early Help Hub form). They will provide a personalised program, reintegration support and signposting to other services.

Expectations

We expect that all children will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day;
- Discuss promptly with their class teacher any problems that may affect their school attendance.

We expect that all parents/carers will:

- Ensure regular school attendance and be aware of their legal responsibilities;
- Ensure that their child arrives at school punctually and prepared for the school day;
- Ensure that they contact the school before 9.30 am if their child is unable to attend school;
- Notify the school of any home circumstances that might affect the behaviour and learning of their child;
- Notify school immediately of any changes to contact details.

We expect school will:

- Provide a safe learning environment;
- Keep regular and accurate records of attendance and punctuality;
- Monitor individual children's attendance and punctuality;
- Contact parents when a child fails to attend and where no message has been received to explain the absence;
- Follow up all unexplained absences to obtain explanations from parents. Although parents may offer a reason, only the school can authorise the absence. In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested;
- Encourage good attendance and punctuality through certificates and awards;
- Meet regularly with the Education Welfare Officer (EWO) to monitor and support school attendance and punctuality;
- Refer irregular or unjustified patterns of attendance to Education Welfare.