

When Your Child is Absent

By law, schools must record absences and the reasons given for absence. They are categorised as authorised or unauthorised.

Only the headteacher can authorise or unauthorise absences.

Parents/carers must provide a reason and the headteacher has to decide whether the absence justifies authorisation or not, according to government guidelines.

Authorised absences are for example:

- genuine illness
- a hospital appointment for the child;
- the death of a near relative.

Unauthorised absences are for example;

- a shopping trip;
- a birthday or Christmas treat;
- oversleeping because of a late night.

Whenever your child is away from school:

- contact the school office by 9.30am on the first day of absence;
- request permission for leave of absence from the head-teacher where appropriate and fill in the absence request form.

Whenever possible, make medical or dental appointments for after school and during the school holidays.

Remember:

**Lost learning
is hard to find!**

Holidays

Holidays will not be authorised. Request for leave of absence during term time due to exceptional circumstances can be made using the school form.

Encouraging Good Attendance

To encourage good attendance we:

- give weekly tree points for 100% punctuality and attendance;
- award certificates each half term for children that have 95% or above attendance.
- give attendance badges for 100% attendance each term.
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Children will also be rewarded if they show significant improvement in their attendance or punctuality.

How You Can Help

You can help your child by:

- setting them a good example. Put school things first, it matters!
- getting everything ready for school the night before.
- setting the alarm clock for the same time every day.
- making sure they have a regular bedtime.
- arriving at school for twenty to 9.
- talking to the headteacher if there is a problem with attendance.



Wood End First School



Attendance & Punctuality Leaflet



Notes for Parents

The success of this policy depends on the help and support of parents. Please discuss this leaflet with your children.

Improving attendance at Wood End School is the responsibility of everyone in the school community – parents, pupils, governors and all staff

Aims

Wood End School sees regular school attendance as essential for all pupils if they are to be successful and aims to work in partnership with parents to ensure the highest possible levels.

Parents/carers are responsible for

- ensuring that their child attends school regularly, punctually, properly dressed and equipped and in fit condition to learn.
- If a child is prevented for any reason from attending, parents must notify the school on the first day of absence by phone before 9.30am. If not the school will phone you.
- A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is received from the parent.
- Parents will be informed promptly of any concerns, which may arise over a child's attendance.
- Parents should avoid, if at all possible, making medical/dental appointments for their child during school hours.

Parents whose first language is not English or who have literacy problems will be offered appropriate support from school in matters of communication.

Being at School

We recognise that being at school on a regular basis provides vital foundations for long term learning and success. Parents/carers are partners in making education a success and in ensuring that all children have full and equal access to all that school has to offer.



School Times

We ask that children arrive in school promptly.

- 8:45 Side door opens
 - 8:55 Internal and external bell ring to indicate start of official school day
- Side door shuts**

After 8:55am late children must enter through main reception and parents sign child's late form when the code 'L' for late is recorded into SIMS

Children must be in their classrooms promptly.

Aim to arrive at school five minutes before the bell rings.

It is the parents/carers responsibility to make sure their children attend school regularly and on time.

Getting to School on Time

When the class arrives on time:

- registration takes place quickly and smoothly with no interruptions.
- the day gets off to an efficient start.
- everyone is included in important explanations and discussions.
- everyone knows what to do.
- everyone knows what is expected of them.
- children are ready to learn.



Getting to School Late



When a child arrives late:

- it interrupts the concentration of other children;
- it waste valuable learning time;
- the teacher has to go over what the child has missed whilst the others have to wait;
- the late child may not be in the correct mood for learning;
- the late child may have missed a discussion where ideas were explored and shared;
- the late child may have missed important teaching points.

Taking the Register

By law, schools must take a morning and afternoon register and record the attendance and punctuality of every child.

Children who arrive after the start of the day will receive a late mark in the register.

We are acting in loco parentis and therefore must know where the children are during the school day.

If a child has to leave school for any reason during the day, parents/carers must let us know and explain the reason. Children leaving the school must be signed out at the office and children returning or late must sign in at the school office.

Children's attendance and punctuality is recorded on their school report and will be passed onto their next school.