



A GUIDE FOR PARENTS

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

Your child needs to be lined up and ready to be collected by their class teacher at **8:50am**.

2. What happens if my child is late?

If your child is not in the classroom at **8:55am** when registration opens your child will be late.

If your child arrives between **8.55 am** and **9.05 am** he/she will be marked **late**.

If your child arrives after **9.05 am** he/she will be marked as **absent**.

Pupils who arrive after the gate is locked should report to the school office and sign the late book. All sections of the late form must be completed. If a pupil is late on two or more occasions a meeting may be arranged with a member of our Student and Family Support team to discuss reasons/ difficulties for lateness. This will help us to work with you to support your child's attendance in school.

3. What time are the gates closed and why?

The gates are closed between 8:50am and 8:55am to ensure the safety of all pupils. Once your child has been collected by their class teacher please make your way to the gate so these can be closed promptly. If the time is close to 8:55am the children will be allowed through the gate and escorted by a member of staff.

Please note that we do not tolerate any abusive language towards members of staff who are locking the gate.

4. 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 and every subsequent day their child is absent. If you know your child will be off for longer than one day, please inform the office when you call. 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.

5. What reasons will the school accept for absences?

- Illness- if attendance has fallen below 95% - medical evidence may be needed i.e. prescription/GP appointment card
- 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 a medical certificate.

6. What is unacceptable?

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters etc. We will also not authorise absences for attending a sibling's medical appointment.

7. 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.

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

The school would strongly recommend that such absences do not take place in term time. These trips should take place in the school holidays.

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

Contact your child's class teacher or Headteacher immediately and openly discuss your worries. Mrs Cooper our Pastoral Lead, is also available to discuss your concerns every day between 8:55am and 9:15am. 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.

10. What if my child is in Reception or Nursery?

If your child is Reception or Nursery they are not compulsory school age until the age of 5. Even if your child is not compulsory school age, the expectation is that the same school procedures are followed to ensure the safeguarding of all children. Your child is expected to arrive on time, and the office will need to be contacted if your child will be absent from school.