

Punctuality

We encourage all our children to arrive at school in good time for the start of the day. As a rule we ask them to try and arrive at school no sooner than 8.50am unless they are registered with the Breakfast Club.



We can then be sure that full supervision is available and that they can enter school safely. Our registration takes place right at the start of the morning session. If for some genuine reason however, your child is late, (s)he should still make every effort to come to school.

“It is better to arrive late in school
than not to arrive at all.”

Attendance and Absences from School

If your child is away from school for any reason it is now a legal obligation that you let us know in writing or by telephone the reason for the child's absence. It is essential that parents telephone school to explain their child's absence, BEFORE registers close at 9:15. Should school not receive such a call to explain your child's absence, in order to help keep your child safe, school will endeavour to contact home to ascertain your child's whereabouts. Parents should also note that school is required by the government to keep a **detailed** record of attendance for every child on our school roll. If you wish your child to be out of school for any reason during the school day, please notify your child's class teacher, in writing. If a child needs to be taken out of school for an appointment, during the school day,



Please note that in order to keep your child safe, an appropriate adult will have to collect and sign the child out.



The government attendance target for all schools is 95% for each child.

Please note that in order to keep our children safe, no child will be allowed out of school to walk home alone other than at home time.

Persistent unexplained absence may trigger a Local Authority attendance investigation as local authority attendance officers monitor our registers every term. To protect you and your child from investigation or prosecution, we ask you to notify us immediately of any absence.

Holidays

Details of 14-15 and 15-16 term dates are available at the back of this broacher.

As you may be aware, new government laws were passed in 2013 regarding holidays in term time. Please note that the Head Teacher is no longer able to grant a holiday taken in term time and school is legally obliged to record any holiday absence as an unauthorised absence (truancy), which may result in Local Authority action, up to and including a fine of £60 per child per parent.

Parents can write a letter to ask for consideration to be given for a child to have a leave of absence granted for exceptional circumstances, but holidays are NOT included in this.