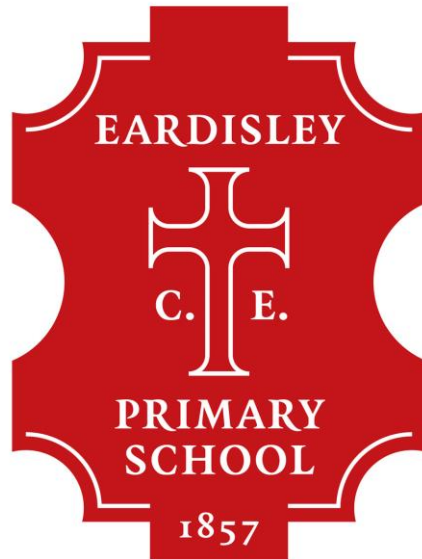


Eardisley CE Primary School



Attendance: A Guide For Parents 2016

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

Your child must be in school by 8.55 am but not before 8.40 am. The register is taken at 9.00 am. Arrivals after 9.10 am are classified as late. Afternoon school starts at 1.00 pm.

2. What happens if my child is late?

The school gates are locked at 9.00 am for health and safety reasons. Registers close at 9.10 am and 1.05 pm. If your child is late, they must report to the school office.

Please note:

A series of unauthorised late marks may lead to a referral to the Education Welfare Officer (EWO). The school may consider legal action if a parent fails to engage with the school guidance and support and the school may prepare a case for prosecution in line with Local Authority guidance and code of conduct.

3. How do I inform the school about my child's absence?

We expect parents to notify the school by phone on every day of absence, unless the length of absence is known in advance. We will telephone you if your child has not arrived in school by 9.30 am and no message has been left. If we do not receive an explanation or is the explanation is unsatisfactory, we will not authorise the absence. You may telephone the school on 01544 327262 or email admin@eardisley.hereford.sch.uk.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss how we address this.

An accumulation of unauthorised absences will lead to a referral to the Education Welfare Officer.

4. What reasons will the school accept for absences?

- Illness. However, persistent illness without medical advice will not be authorised. After more than 20 days' illness the parents will be expected to grant permission for the school to consult the medical practitioner concerned.
- Emergency dental or medical appointment. (Please make routine appointments after school or during the school holidays)
- Days 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.

School attendance reports and letters will be issued for children with below 95% attendance each term and parents will be invited to discuss the situation with the Headteacher. Please be aware that a number of unauthorised marks may lead to a referral to the Education Welfare Officer (EWO). The school may consider legal action if a parent fails to engage with the school guidance and support and the school may prepare a case for prosecution

5. What is unacceptable?

The school will not authorise absences other than those in exceptional circumstances. Family holidays, day trips, shopping or birthdays are not classed as exceptional.

6. Can we take family holidays in term time?

Family holidays should be taken during school holidays. Only in exceptional circumstances will permission be given. In such circumstances requests should be made in writing to the headteacher. The headteacher has the right to refuse permission. If a child misses 10 or more sessions (5 days or more) the school must refer this to the Local Authority which may issue a warning letter or a penalty notice.

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. b without delay if you have any concerns. Make a judgement about illness: sickness and diarrhea need 24-48 hours absence but many children can cope with coming to school with a slight cold. Please remember that we can give Calpol during the day if we have written permission to do so.