



# CUMNOR CE PRIMARY SCHOOL ATTENDANCE POLICY



## A GUIDE FOR PARENTS

### 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 **8.50am** and the afternoon register at **1.00pm**

### 2. What happens if my child is late?

Registration finishes at **9.00am** in the morning and **10 minutes after lunch break ends**.

If your child arrives between **9.00am** and **9.10am** he/she will be marked **late**.

If your child arrives after **9.10am** he/she will be marked **absent**.

If your child arrives within 10 minutes after the lunch break ends he/she will be marked **late**.

If your child arrives later than 10 minutes after the lunch break ends he/she will be marked **absent**.

Pupils who arrive after registration should report to the school office, where they will be signed into the Late Book. If a pupil is late on five or more occasions then a letter will be sent home to you. If lateness continues you will be required to meet with a member of staff to discuss the reasons for the lateness and the Education Welfare Officer may be informed.

### 3. Does the School need letters explaining my child's absence or will a phone call do?

We expect a parent/carer to telephone the school on the first day of absence. If you do not phone us, we will phone you. Reasons for absence that are given over the telephone will be recorded by the Office Administrator. If we have not made contact by telephone we will 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 and the Education Welfare Officer may be informed.

### 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 – an *Absence Request Form* is available for this purpose. In cases of recurring absences through illness you may be asked to produce a medical certificate.

### 5. What is unacceptable?

The school will not authorise absence for holidays, 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 by 10.00am. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance. If after 3 days of absence contact has not been made a letter will be sent to the parent/carer. If the school still do not hear from the parent/carer the Education Welfare Officer will be informed.

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?**

The school recognises that such absence can be important for children to keep in touch with their extended family. If you are planning to make such a visit you must contact the headteacher to discuss arrangements and complete an Absence Request form. The school will set work for your child to complete while they are away. As far as possible we will ensure the work set reinforces the educational value of such a visit.

The school will not authorise absence during SATs examinations (second full week of May) and will take account of general school attendance and length of the extended absence before authorisation is given.

## **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.