

# KIMBERWORTH COMMUNITY 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 **9.00am**.

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

If your child arrives **after 9.00am** he/she will be marked **late**. If your child arrives after **9:30am** he/she will be marked as an unauthorised late (U) for the whole of the morning session which will affect their attendance.

### 3. 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, before 9.00am. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence. If your child must attend a medical appointment in school time we would ask that you provide medical evidence in the form of a letter or appointment card.

### 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. In cases of recurring absences through illness you may be asked to produce a medical evidence.

### 5. What is unacceptable?

The school will not authorise absence for holidays, day trips, visiting relatives, shopping or birthdays.

### 6. Will the school contact me if my child is absent?

The school operates a first day response to absences: we will text/ 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. On returning to school we will require an explanation for the absence unless you have contacted us previously and this has been agreed with school.

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?

While acknowledging the significance of religious observance, school does NOT encourage any absence during term time. Contact your child's school as soon as possible to discuss how this could be approached. The school will not allow such absences to take place during your child's assessment and transition periods. You need to complete an application form for extended term time leave giving the school sufficient notice and details of the circumstances. School may make a Fixed Penalty Notice referral.

**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 is properly equipped. Show your child, by your interest, that you value his/her education by asking about their day, reading their school books and practicing spellings at home.

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

Contact your child's school immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, 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.

In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Early Help Worker. The school may also refer you to the Early Help Service who work with staff and families if difficulties with attendance arise.

