

Other Reasons for Absence

As with illness or medical appointments, parents/carers must inform the school of the reason for absence either verbally, by phone or letter.

Observation of religious festivals.

One day for religious festivals will be counted as an authorised absence. Additional days will be treated as unauthorised absences.

End of the Day

The school day ends at 3:15pm, and all children should have left by 3:30pm, unless they are staying for an after school club.

Children who are still at school at 3:30pm will be recorded in the Head Teachers Log. If this occurs on 3 separate occasions, the Head Teacher will send a letter to the parents notifying them of the correct time to collect their children. If this continues a further letter will be sent in order to arrange an appointment with the Head Teacher to discuss the issue. Following this, should the child continue to be collected late, a meeting will be arranged with Parents/Carers, the Head Teacher and members of the Governing Body. At this meeting, the parents will be informed that should the issue not be resolved the Social Care department will be notified.

A Parent/Carer is responsible for making sure that their child of compulsory school age (5 years+) receives efficient, full-time education that is suitable to the child's age, ability and aptitude.

It is an offence for the Parents/Carers of a pupil registered at a school if the child does not attend regularly.

We want the best for children at Robert Shaw Primary and Nursery School, every child's learning is important to us, please help us to make this an excellent school for your children.

**Excellent Punctuality +
Excellent Attendance =
Excellent Learning**

Attendance Protocol for Parents/Carers



***“We strive to improve in all
that we do”***

Introduction:

Regular attendance is an important part of the learning process; it helps with the continuity of learning and aids understanding.

Robert Shaw Primary and Nursery School encourages pupils to attend school regularly, recognising that their commitment to attend regularly indicates a commitment to make the most of learning opportunities. 100% attendance is celebrated termly, and each child achieving this is given a certificate and possibly other rewards.

Children who arrive after 8.45am are classed as being **late**, this disrupts the class which will have already started the lesson. The Teacher will need to interrupt the learning and deal with the late arrival. This can happen as often as 3-5 times, and has a significant impact on the whole class, their learning and the lesson. Teachers have a huge amount of education to deliver in a school year, this leaves very little time in the day to catch up.

The School Times

- 8.45am School starts, morning registration – all children should be in school.
- 11.45am Lunch.
- 12.45pm Lunch finishes. Afternoon registration.
- 3.15pm School finishes – all children to be picked up promptly.

Attendance

- 8.45am The bell rings and children go to class for registration. Children who are not at school for 8.45am have to report to the School Office and are recorded as late.
- 9.00am A text will be sent to Parents/Carers of any children who are absent and school has not been informed of a reason.
- 10.00am Parents/Carers of children who still have not provided a reason or absence will be telephoned.
- 10.30am Parents/Carers who we have been unable to contact will be visited by the School Attendance Officer.

**½ a day a week missed = 4 weeks a year missed
= ½ a year missed in 5 years at Primary school!**

This obviously has a great impact on your child's education and their potential. Please don't let your child miss a single moment of their education - it is precious!

Medical/Dental Appointments

- Wherever possible these need to be made out of school time.
- If this is not possible, children should still attend school before they go to appointments and should return promptly after. Afternoon appointments should not be before 2.00pm, so that your child can receive their afternoon registration mark and first session. This means that they are not marked as absent at all for the day.
- All appointments need to be reported to the School Office prior to the appointment along with your appointment card/letter/text; this will be photocopied and kept on file, otherwise please come to the School Office to inform us or telephone us.

Absence

Illness

Parents/Carers must inform the School Office on the first day of illness.

Family Holiday

Parents do not have an automatic right to take children out of school for the purpose of a holiday. Each request will be judged individually. Approval should be sought by completing a holiday form before any leave is booked and under no circumstances should tickets be booked prior to this application. Parents/Carers will need to make an appointment to see the Deputy Head Teacher. Holidays will only be authorised in exceptional circumstances and additional evidence will be requested for these circumstances. If permission is not granted and the child is taken out of school for the holiday, a Penalty Notice may be issued by the Education Welfare Service on behalf of the school. This penalty notice is £60.00 per Parent/Carer per child.

Unauthorised absences of two weeks or more may result in the child losing their school place.

All requests will be considered in conjunction with the Head Teacher and extended periods will also be discussed with the Attendance Governor.

We understand that this may make holidays more expensive, but your child losing their important time in school can have a significant impact on their learning and may result in children not being ready for the next stage of their learning.