Treloweth C.P. School

Attendance

A GUIDE FOR PARENTS

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

Your child should be at school with sufficient time to be ready to join their class for the start of the day, doors open at 8.40am. The register is taken at 8.50, afternoon school starts at 1:00 p.m. for Stars, Sunbeams, Year 1 and Year 2. Afternoon sessions start at 1.15 p.m. for Years 3 and 4 and at 1.30 p.m. for Years 5 and 6

2. What happens if my child is late?

The doors to the rear of the school close at 8.50am. Pupils who arrive after this time should report to the school office.

A series of unauthorised late marks may lead to referral to the EWO (Education Welfare Officer).

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. We will telephone you if your child has not arrived in school by 9:30 a.m. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

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

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

• Absence for exceptional circumstances, this may include some holidays when prior approval has been given.

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.

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.

7. Can we take family holidays during term-time?

Family holidays should be taken during school holidays. Only in exceptional circumstances will permission be given. You need to request permission for your child to accompany you on a family holiday during term time. You should complete an exceptional leave of absence application form stating the reason why the holiday must be taken in term time. The Headteacher has the right to refuse permission.

8. 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, particularly for minority ethnic families. Contact your child's class teacher or form tutor as soon as possible to discuss the best time for such a visit.

The school would strongly recommend that such absences do not take place during your child's SATs. You need to complete an application form for extended leave of absence and if the Headteacher then approves the visit, the school will set work for your child to complete while away. As far as possible we will ensure the work set reinforces the educational value of such a visit.

9 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. Your child will bring home a school diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

10. 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.