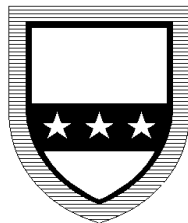


# Poulton Lancelyn Primary School



## Attendance

At Poulton Lancelyn Primary School we place a great deal of importance on the issue of attendance. This leaflet seeks to reinforce the good co-operation we share with you, as parents, in respect of the existing practice at this school. Attendance figures are always very high and reflect the importance parents have placed on regular attendance both in terms of continuity of education and in recognising your legal responsibility for encouraging it.

### **If your child is ill.....**

If children are unable to attend school because of illness please inform us as soon as possible on the first day of absence, either by letter or telephone. This will help us to establish the whereabouts of every child who should be in school. When your child returns please send in a letter to confirm the absence, the nature of the illness and identifying any special after care which may be necessary. This is important as telephone messages can be taken by many different members of staff and we now have to keep detailed records of attendance. In case of prolonged absence we would wish to liaise with you about providing work at home if appropriate.

### **If your child is taken ill in school....**

If your child is taken ill in school we will contact you at home or at work if it is necessary for the child to be taken home or to the hospital. If we are unable to contact you we will then try the contact names, which you have provided on the data information sheet updated at the beginning of the school year. Please send a letter into school when your child returns.

### **If your child has a dental or medical appointment....**

In the first instance **please try and make appointments outside of school hours**. If your child has to have a dental or medical appointment during school hours, please inform school in advance, preferably with a copy of their appointment card. Parents **MUST** collect their child from the school reception so that we can log the time your child left and also when the child is returned to school, we can log their return time. This is so that we can comply with fire regulations. No child will be able to leave the premises, even with your written permission during the morning or afternoon sessions unless they are accompanied. This is to ensure your child's safety.

### **Holidays in Term Time**

**From September 2013 the Government and Department for Education (DfE) instructed Headteachers that they may no longer authorise holidays during term time. Exceptional circumstances may be considered but applications must be made in writing to the Headteacher.**

If children are away from school during term time they will miss important work, which other children will have completed. This can have a very disruptive effect on your child's education. Holidays in term time cannot be supplemented with additional work from school.

### **Other unauthorised absences...**

**School begins at 9.00am.** Children who arrive after this time will have to come into school via the main (office) entrance as the pupils' entrances will be locked. Children who are persistently late for school, not only disrupt the continuity of their own learning but also that of others, therefore we actively discourage late arrivals. If a child is persistently late for school a letter will be sent home so that you are aware of the situation. If your child is late for school they will be marked late in the register. Children who arrive in school after 9.15am without an adequate explanation will have that session recorded as an unauthorised absence. Leave of absence will not be granted for shopping days, grotto visits, birthdays, etc.

Should we not hear from you with regard to your child's absence, we will make contact in order to check if you are aware of the situation and mark the register appropriately. If your child returns without an absence note we will send an absence enquiry form home to be completed. The DfE requires us to categorise absences as authorised or unauthorised and the registers have to indicate this.

**Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise their potential. Wirral's Education Social Welfare Service seeks to ensure that every child and young person receives the maximum benefit from the education opportunities provided. For this reason a Fixed Penalty Notice may be issued to the parents of a pupil when excessive holidays are taken in term time.**

The majority of parents always work closely with us and appreciate the importance of regular attendance. We look forward to your continued co-operation in the future.

