

ATTENDANCE

It is important and a legal requirement that your child attends school every day and is punctual. School begins at 8.55am and teachers will lock their doors at 9.00 a.m. when registration takes place. Children arriving after that must enter through the front entrance of the school and report to the office where they will be asked the reason for lateness. The class registers will be updated by the office with the child marked in as 'late'.

ABSENCES AND LATENESS

If your child is away from school for any length of time, phone the school on the first day, but we will also need to receive a letter explaining the reason for absence. Lateness and absences are noted and each child's attendance is checked weekly by the Family Support Worker (FSW). The FSW will visit parents where there are continuous absences and persistent lateness. Persistent absence can result in legal action against the parent.

The school must be advised of any medical appointments that affect your child's attendance.

Absences are classified as **authorised** (e.g. illness covered by a letter, medical appointments, wedding—2 days maximum, death in the family) or **unauthorised** (shopping, visiting family or friends, visitors at home, waiting in for a service or delivery, looking after family members, parent ill, getting up late).

HOLIDAYS DURING TERM TIME

Apart from exceptional circumstances children shall not be granted more than 10 school days leave in any school year for a family holiday. The school may grant holiday leave but it is not required to do so. Holiday forms to apply for this leave of absence are available in the office. Extended holidays must be applied for by letter to the Headteacher in advance. Extended holidays are detrimental to the child's progress in school and may result in the loss of the child's school place. No holidays are approved for Year 2 and Year 6 pupils. If your child is out of school for longer than the 10 school days granted by the Headteacher, the school is entitled to give your child's school place to another child.

ILLNESS OR ACCIDENT

If your child is ill and misses school, a written note is required on your child's return to school. If your child is recovering from a short illness and returns to school, they must be well enough to resume all school activities.

Should your child become ill or have an accident while in school you will be contacted immediately. In this respect it is important that we have an up to date telephone number to enable us to contact you.

MEDICATION

The school staff is not allowed to accept any medicine or tablets or administer them to the children.

If it is essential that medicine be given during the day (e.g. for chronic illness or allergy), you should consult the Headteacher and a written arrangement can be made. We advise that you should give your child a dose of medicine before he /she comes to school and then again at 3.15pm when school is over.

No cough sweets, inhalers, medications etc, are allowed in school. Parents of children who suffer from asthma should consult with the school Welfare Officer about use of their child's inhaler.

Term dates (2014/15)

NEWHAM CHILDREN AND YOUNG PEOPLE'S SERVICES

SCHOOL TERM AND HOLIDAY DATES 2014/15

SCHOOL TERMS	PUPIL HOLIDAYS
<p>Autumn Monday 1 September 2014 to Friday 24 October 2014</p>	<p>INSET (1 & 2) Mon 1st & Tues 2nd Sept (School Closed to pupils) Diwali Thursday 23 October 2014 (School Open)</p> <p>Half Term Monday 27 October 2014 to Friday 31 October 2014</p> <p>As Eid-UI-Adha is scheduled to fall on Sunday 4 October 2014, no additional school closure has been fixed to celebrate this festival.</p>
<p>Autumn Monday 3 November 2014 to Friday 19 December 2014</p>	<p>Guru Nanak's Birthday Thursday 6 November 2014 (School Open) INSET (3 & 4) Thurs 18th & Fri 19th Dec (School closed to pupils) Christmas Break Monday 22 December 2014 to Friday 2 January 2015</p> <p>Christmas Day and New Year's Day fall within the Christmas Break</p>
<p>Spring Monday 5 January 2015 to Friday 13 February 2015</p>	<p>Half Term Monday 16 February 2015 to Friday 20 February 2015</p>
<p>Spring Monday 23 February 2015 to Thursday 2 April 2015</p>	<p>Spring Break Friday 3 April 2015 to Friday 17 April 2015</p> <p>The Easter religious festival falls within the spring break</p>
<p>Summer Monday 20 April 2015 to Friday 22 May 2015</p>	<p>May Day Monday 4 May 2015 General Election Thursday 7th May Half Term Monday 25 May 2015 to Friday 29 May 2015</p>
<p>Summer Monday 1 June 2015 to Tuesday 21st July 2015</p>	<p>Eid-UI-Fitr Friday 17 July 2015 (School Open) INSET (5) Tuesday 21st July (School closed to pupils) Summer Break Wednesday 22nd July 2015 to <i>To be advised</i></p>

In-service training days:

The above pattern gives 195 days. It includes 5 days which should be allocated for INSET days (staff training days – school not open for children) on dates chosen by each school from within the above range of dates.