

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. 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 (ABSENCE FROM LEARNING)

Holidays during term time are discouraged and only granted in exceptional circumstances. The school may grant leave from education but it is not required to do so. Apart from exceptional circumstances children will not be granted more than 10 school days leave in any school year for a family holiday. Request for Leave of absence form to apply for this type of absence are available in the office. Extended holidays must be applied for to the Headteacher in advance and approved BEFORE travel arrangements are put into place. Extended holidays are detrimental to the child's progress in school and may result in the loss of the child's school place.

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 recovering from a short illness and returns to school, they must be well enough to resume all school activities. Evidence of medical appointments during the school day must be provided.

Should your child become ill or have an accident whilst 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

Parents should, wherever possible administer, medication at home. In circumstances where this is not practical, parents may request for medication to be administered in school. School staff are not allowed to accept any medicine or tablets unless they have been prescribed by a doctor. In this instance, parents are required to sign the medicine administration form in the office before any medicine can be administered. A member of the Welfare Team will contact the parents to confirm arrangements and administration.

It is the parent/carer's responsibility to bring and collect the medicine every day if the medicine cannot be left in school. If your child requires 3 doses of medication a day e.g. antibiotics, please administer the first dose before school, the second dose after school and the final dose at bedtime. This way there will be no need to send medicine into school. Parents of children who suffer from asthma should provide a spare inhaler to be kept in school and instruct the school Welfare Officer about its use.

Please make an appointment to further discuss your child's medication if necessary.