



ATTENDANCE POLICY GUIDE FOR PARENTS

The following applies to all our pupils. We appreciate that exceptional circumstances do arrive and we will be happy to discuss individual support should it be needed. If you experience any difficulty with these arrangements do let us know.

ARRIVAL

Q1. When should my child arrive at school?

Your child should arrive by 8.45, when the school bell rings and the doors are opened. Registration occurs at 9.00 am. Children arriving after this are marked as late.

Q2. What happens if my child is late?

Arrival after registration at 9.00 is marked as late.

Unless you have given us a prior communication of reasons for lateness your child will be marked as having an unauthorised absence in the register. We therefore request an explanation for lateness in a note. Latecomers sign the late book.

ABSENCE

Q3. Does the school require a letter about absence or is a phone call enough?

We would expect a parent to telephone the school on the first day of absence. When your child returns to school we also need a written explanation for the register otherwise, the absence has to be marked as unauthorised and this shows up on your child's end of year report. It also has an effect on Northway school's attendance figures. **SO PLEASE SEND IN A LETTER! MANY THANKS.** If you have difficulties with letter writing let us know.

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Head Teacher - Lesley Burgess, M.A, NPQH
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Q4. What reasons does the school accept for absence?

1. Illness-phone same day

2-6, a leave of absence to be requested in advance:

2. Medical appointments which you cannot make outside of school hours. We expect return to school after the appointment, wherever possible. Send in a copy of the appointment letter, which provides a permanent record of the hospital or doctor visited, enabling us to co-ordinate care plans and communicate with the medical staff where necessary.

3. Religious observance

4. Family bereavement

5. Participation in approved public performance

6. Exceptional Circumstances

Q4. What is an unacceptable reason for absence?

The school will not authorise absences for

- Day trips
- Birthdays
- Visiting relatives
- Holidays

Thank you for your cooperation in this. I look forward to excellent attendance so that we can best help your child to progress.

Yours sincerely,

Danielle Barker
Head teacher

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