

Holmleigh Primary School

ATTENDANCE AND PUNCTUALITY

Dear Parents / Carers,

Please read this letter carefully and follow the guidelines set out here. We are legally bound to maintain these procedures and to report our concerns to the Learning Trust.

Attendance

Children should attend school every day unless they are too ill. If children are ill parents and carers must inform the school that morning with the reason for absence, and every day if the absence continues up to three days.

After three days absence parents must bring evidence to the school office, in the form of a doctor's note, medical prescription, or doctor's appointment card.

The school monitors absence daily and will text parents if no information is received. **If a child's attendance is less than 90% we need to see evidence for any absence, even one day. We will not authorize her/his absence until the attendance improves to more than 90%.**

Absence that creates a level of concern will be reported to the education authority who will follow up the concerns, including taking legal action if necessary.

Punctuality

Children must arrive on time. The register is taken immediately and is now done on computer. **Any child arriving late must report to the school office before going to class;** otherwise there is a risk that their attendance may not be recorded. Their attendance in this case will be recorded as late. Parents bringing children to school must themselves report it to school office staff who need to record a reason for lateness. Persistent and unexplained lateness will be reported to the education authority.

Holidays

Under Learning Trust policy, the school is now not able to authorise any holidays in term time, except under special circumstances agreed with the Head Teacher, and only up to five days. In this case a holiday pack will be issued. **Any holiday taken beyond 5 days will be recorded as 'absence not agreed'. After 21 days unexplained or unauthorised absence the school can take a child's name off roll,** and a child on the school waiting list can be offered that place.

Late collection after school Children not collected on time will be charged a childcare fee of £5.

**IMPORTANT PROCEDURES EXPLAINED!
CHILDREN COLLECTED LATE FROM SCHOOL**

- If children are collected late parents will be asked to sign a late book, stating the collection time and giving a reason for the late collection. They will also be given a copy of our procedures.
- Parents who are late collecting their child will receive a letter reminding parents of their responsibility to collect their child on time.
- Parents who are late on further occasions will receive further letters up until late collection in excess of 5 times within any 5 months period, which will result in a referral to the Children and Families Service.

IT IS PARENT'S RESPONSIBILITY TO COLLECT CHILDREN FROM SCHOOL ON TIME. FAILURE TO DO SO IS UNFAIR TO THE CHILD AND THE SCHOOL.

The school will take appropriate action if parents fail in their responsibility.

This may include referral to Social Services

LOST PROPERTY?

Please make sure your child's name is written inside coats, tops, and PE Kit.

This is the surest and simplest way to make sure that your child's property is not lost.