

Q What do I need to do if I have to take holiday in term time?

A *You will need to write a letter or complete a 'Leave of Absence Request Form' (available from outside the school office) at least 4 weeks before the date of the holiday. Please be aware that only in exceptional circumstances will holidays be authorised.*

Q What happens next?

A *Any time taken off school for the holiday will be deemed unauthorised and marked on your child's records accordingly.*

Q What's the role of the Education Welfare Officer (EWO)?

A *Local Authority EWOs regularly visit the school to check the registers in order to monitor absence. If your child has low attendance the EWO may contact you to ensure this improves. They will become involved if there is persistent absence, particularly if the absence is unauthorised.*



ROBERT PIGGOTT CE INFANT SCHOOL



ATTENDANCE

PARENT GUIDELINES

Dear Parents,

As a parent it is your responsibility to make sure that your child attends school, this leaflet will hopefully answer any questions you may have with regard to attendance. As always, if you have any questions or need advice, please do not hesitate to ask.



Elaine Hughes
Executive Headteacher

DAILY ATTENDANCE

Q What time should my child arrive at school?

A School starts at 8.50am so children should arrive @ 8.40am.

All children should be in their classrooms by 8.50am ready for registration. Children arriving after 9.00am should report to the school office in order to be signed in.

Q What happens if my child is late?

A Punctuality is a good habit to develop - lateness is disruptive to the class and may mean that your child misses out on information.

Arrival after the register has been called but before 9.30am is considered as 'Late but Authorised'. Arrival after 9.30am is deemed as 'Late but Unauthorised' and counts as a half day's absence. In severe weather conditions exceptions to this ruling apply.

We recognise that sometimes being late is unavoidable and we would much rather you arrive late than not at all. For example, if you have overslept or your car does not start. However late you may be it is still better for your child to come into school.

Q What is the difference between an 'Authorised' and an 'Unauthorised' absence?

A Only the school can decide whether an absence is considered authorised or unauthorised.

Some absences are allowed by law. If your child is too ill for school or has a specialist medical or dental appointment that cannot be arranged out of school hours - these are called '**authorised**' absences.

Arrangements that could be made outside school time – days out, birthday treats, routine dental appointments or having a lie-in because of a late night are all considered '**unauthorised**' absences.

Q What if my child is ill?

A If your child is ill he/she should stay at home. A child should not be returned until **48hrs** after a bout of vomiting **&** diarrhoea or **24hrs** after a bout of vomiting **or** diarrhoea.

A child who is unwell does not gain anything from being in school and may pass on his/her illness to the rest of the class (including the teacher!)

Sometimes a child who appears unwell first thing brightens up during the day – if this happens then bring your child to school as soon as they feel better.

If your child is ill please make sure that you let the school know by telephone / email / or in person before 9.30am each day of absence.

Q Can I take my child on holiday in term time?

A There is **no entitlement** to holidays in term time.

Legally, children are entitled to 190 days of attendance at school leaving 175 days in which to take a holiday.