



Team Whitgreave!



Attendance Information!

Role of the School

- *To provide a quality education.
- *To promote good attendance.
- *To run a clear and fully understood registration procedure that complies with statutory legislation.
- *To communicate effectively with parents/carers.
- *To act promptly when a problem is identified.

Role of the Parent/Carer

- *To ensure that your child attends school, on time, every day.
- *To contact school whenever your child is unable to attend.
- *To ensure that your child arrives at school on time.
- *To ensure that your child comes to school properly equipped for the day.

Friday 23rd November 2018

Role of the Child

- *To strive for 100% attendance.
- *To help in getting to school on time, every day.
- *To come to school in full school uniform.
- *To come to school prepared for the day, with the right equipment.



Absence Requests

If your child is going to be absent from school due to a holiday, please contact Mrs Westood, in the School Office, to request a meeting to complete the necessary paperwork, at least 4 weeks before going away.

However, please remember that holidays in term-time cannot be authorised, unless there is a very special reason.

Parents/carers taking children out of school on a holiday may also be fined.

Unacceptable Reasons for Absence

Shopping	Buying uniform
Birthday treat	Trips out
New baby	Tiredness
Meeting relatives	Bit of a sniffle
Family member is unwell	Holidays

Collecting Children

Some children are being collected late at the end of the school day.

Please make sure that you are on time to collect your child after school. Staff have commitments after school and are not available to supervise children.

Nursery—11.40 am or 3.20 pm

Reception, Y1 and Y2—3.20 pm

Y3, Y4, Y5 and Y6—3.10 pm

Continuous late collection may result in a meeting being held with parents/carers and a Senior Staff Member to discuss the issue.

Lateness

REGULAR ATTENDANCE MEANS PUNCTUAL ATTENDANCE!

Arriving on time for registration is important, as late arrivals can be disruptive to the class and upsetting or embarrassing for the child who is late. Children miss important information during registration.

As part of our registration process, children also complete their Morning Work, which is another learning opportunity that they will miss if they arrive late!

My Child is Genuinely Ill

If your child is genuinely ill then, of course, they will need to remain at home. Please contact the School Office on 01902 558930 to explain the reason for the absence, thank you.

If they 'feel a little unwell' then please send them to school and we will contact you if your child gets any worse.

Many thanks to you all for your continued support!

Mrs Redfern — Head Teacher

Mrs Westood — Attendance Officer