

ATTENDANCE AND HOLIDAYS

Attendance

It is the responsibility of the parents/carers to make sure that their child attends school **every day**, and that they arrive **on time**. Registers are taken at **8.55 am** each day, and parents are asked to ensure that their child arrives in class in plenty of time to be registered at this time every day. Any child arriving in School after this time must report to the School office and will be marked as "Late" also any child arriving 9.25am or later will be marked as "Late Unauthorised".

If your child is absent from school for any reason you must inform the school office on the **first** day of absence either by letter or a telephone call. If we do not hear from you by 10.00 am, we will telephone you to find out why your child is absent. If we do not receive a valid and acceptable reason explaining your child's absence, then the absence is recorded as unauthorised. The school will request medical evidence for repeated absences.

Termly attendance letters indicate the percentage of time your child has been at school. We have high expectations for all pupils to achieve a high level of attendance and will notify parents when an increased amount of absence or lateness causes concern.

If your child is continually **absent or late** to school we will contact the Education Welfare Officer, who has the legal power to take parents to court if necessary. The Education Welfare Officer checks our attendance registers on a regular basis and will contact parents directly if concerns arise, e.g. if your child is continually absent or late to school. If you are experiencing difficulties in getting your child to school, please let us know. There may be a problem that we can help with.

All absences both authorised and unauthorised are recorded on your child's annual report (%)

If you need to collect your child during the school day to attend an appointment, e.g. doctor or dentist, we will require a copy of the appointment card/letter for our register. You should let the school know in advance of any appointments that your child needs to attend during the school day. However, we ask parents/carers to try and avoid making dental or doctors appointments during the school day whenever possible.

Holidays

The regulations regarding family holidays state that 'leave of absence shall not be granted by schools unless there are exceptional circumstances'. To clarify, Three Bridges Primary School will not authorise absence from learning unless there is a proven exceptional reason. You will be asked to complete a 'Withdrawal from Learning Form' and make an appointment to see the Headteacher, if you feel there are exceptional reasons for the absence, who will then decide whether the absence should be authorised.

Parents should be aware that any unauthorised withdrawal from learning for a total of 10 sessions (5 school days) or more in a 10 week period may be subject to fixed penalty fines from the Local Authority. Full information can be found on our website.