

Dear Parents and Carers,

Last term the governors reviewed the school's attendance policy which is governed by the law of the land. Please find attached a parent's guide to our attendance policy and a version to share with you children too.

Monica Gibbs

Head Teacher

# Ringshall School Attendance Policy

## A GUIDE FOR PARENTS

### When does my child need to be in School?

Your child should be at school in good time for registration. The morning register will be called promptly at **8.50am** and the afternoon register at **1.00pm**.

### What happens if my child is late?

Registration finishes at **9.00am** in the morning and **1.05pm** in the afternoon.

If your child arrives between **9.00am** and **9.15am** he/she will be marked **late**

If your child arrives after **9.15am** he/she will be marked as **absent**

If your child arrives after **1.05pm** he/she will be marked **late**

If your child arrives after **1.15pm** he/she will be marked **absent**

Pupils who arrive after registration should report to the school office, and sign the Late Book. If a pupil is late on two or more occasions a meeting will be arranged with a member of staff to discuss reasons/ difficulties for lateness.

### Does the School need letters explaining my child's absence or will a phone call do?

We would expect a parent to telephone or email the school on the first day of absence. If you do not phone us, we will phone you. **However, we need a written explanation on your child's return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report**

### What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (Please make routine appointments after school or during the Holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

### **What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters etc

### **Will the school contact me if my child is absent?**

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.

### **I am thinking about sending my child on an extended absence overseas to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family. Contact your child's form tutor as soon as possible to discuss the best time for such a visit.

You need to write to the Headteacher. If the Headteacher then approves the visit, the school will set work for your child to complete while away.

### **What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education. Your child will bring home a school diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

### **My child is trying to avoid coming to school. What should I do?**

Contact your child's class teacher, immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons - difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

## IT IS IMPORTANT TO GO TO SCHOOL!



Going to school every day will help you to learn. It will help you to make friends and work with people.

If you miss days at school you will miss important learning and it can be difficult to catch up.

- You need to learn so you can get a job when you grow up.
- Sometimes you need to be away from school. Your parents or carers will let the school know why you are away.

You could be away because you are:

- Poorly
- You urgently need to see the doctor or dentist.
- Day of religious observance
- You need to spend a day with your family because someone has died or you need to go to a funeral.
- You live a long way from the school and the bus is not running.

You cannot stay away from school:

- For your birthday
- For trips such as shopping and days out

You will need a note from your parents to explain why you have been away from school.