

- The Registers are taken at 8.55am and 1.30pm KS2 and 1.15pm KS1 daily.

Learning starts straight away



- **Lateness** - Any child arriving after **9.05am** will be recorded as late. **Arrivals after the register has closed will be recorded as an 'unauthorised' absence.**



- Children who arrive late at school should go to the school office and be signed in by a parent/carer. If your child is late on a regular basis you will be invited to meet with the Headteacher to discuss the reasons behind this.

- **Children miss out if they are late**

- **What if my child is unable to attend school?**

Please phone the school office before **9.30am** each day of any absence. Tele: 01454 868181

☺ The school will contact you if we have not heard from you to check the reason for any absence.

- Our Education Welfare Officer can support the school and families when/if they need **and monitors the attendance of all our children each term**

Regular and punctual attendance is essential in promoting school as fundamentally important **and to help your child achieve the best they can**

Home and school must work together to ensure the children feel safe and secure about coming to school and know the routines clearly.



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Frenchay C of E Primary School



**Attendance
+punctuality**



'Every Lesson Counts'





The complete Attendance Policy is available on the school website or from the office - just ask if you would like a paper copy.

How we can help you:

- By encouraging regular and punctual attendance.
- By ensuring the school has a consistent approach to arrangements, procedures and routines.
- By letting you know about any concerns

Our school Attendance Policy aims to be clear about:

- Parents' responsibilities
- What constitutes an authorised or unauthorised absence.
- What to do if your child is ill or requires a medical appointment.



Children don't enjoy being late for school or being left at the end of the day waiting for their parents.



Leave of Absence

The Education (Pupil Registration) (England) Regulations 2006 were amended in 2013. The amendments make clear that Headteachers may **NOT** grant any leave of absence during term time unless there are exceptional circumstances.

Requests for holidays or other leave from school will therefore not be authorised unless the circumstances are truly exceptional. **Please apply in writing to the Head, stating why a request for exceptional leave of absence should be considered**

School is important and that is the message that should get through to children - it will stay with them throughout their school life.

Our school rules encompass all aspects of school life and help to ensure that school is a pleasant place to be where children can learn

Please respect our rules



When a child is absent from school we will record the absence as authorised or unauthorised.

Authorised Absences



Examples of authorised absences are:

- ✓ Your child is ill and unable to attend.
- ✓ A close family bereavement.
- ✓ A religious observance.
- ✓ An **exceptional reason agreed as such by the Head**

Unauthorised Absences



Examples of unauthorised absences are:

- An absence with no explanation.
- An absence where the school is dissatisfied with the explanation.



Broken Weeks

Broken weeks are defined as a week in which one or more sessions (**half days**) of school have been missed. Multiple broken weeks have been found to be damaging to a child's **progress**.

The school will monitor the number of broken weeks for each child and contact you if we are concerned about the number of broken weeks your child has.