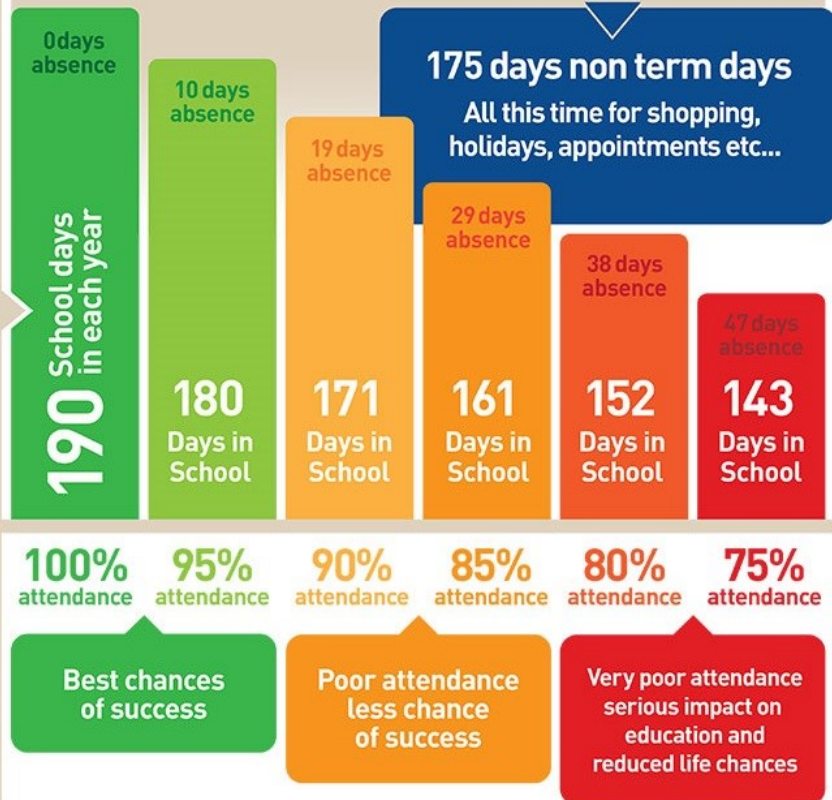


365 days in a calendar year

...being in school at least 95% of the time (180 to 190 days)



DELAPRE

PRIMARY SCHOOL

ATTENDANCE



School Hours 8.45am - 3.00pm (KS1)

3.15pm (KS2)

Please inform the school on the first day of absence before 9.00am Please state your child's name, class teacher and CLEAR

REASON FOR ABSENCE

Please call 01604 761456

Why does good attendance matter?

A pupil with good attendance will -

- Achieve well in school
- Understand lessons better
- Form strong friendships with peers

What is good attendance?

- 100% attendance is what we aim for, but we understand that is not possible for all, with illness, family emergencies etc.
- 95% attendance is the national average. Under 95% attendance is where we begin to monitor the pupils attendance weekly.

When does attendance become a concern?

When a pupil has -

- Attendance lower than 90%
- Continual lateness

Acceptable reasons for a pupils absence.

Authorised absence will be given for the following reason -

- Genuine illness
- Family emergencies
- Religious observance

The school office must be informed of any absences before 9.00am on the day of the absence.

The school telephone line has an answer phone system where you can leave a message before the school day starts. Please state clearly a specific reason for your child's absence, as well as their full name and class details.

Requested term time absence

If you require to take time off during term time, a holiday request form will need to be filled out which can be collected from the school office. Unless the reason for the absence is for exceptional circumstances, the absence will be unauthorised. This is at the Head Teacher's discretion.

Be aware

Unauthorised absence could result in further action being taken by the local authorities for example the issuing of a penalty notice. This is £60 if paid within 21 days, rising to £120 after that period of time.

Lateness

Arriving at school on time is very important, as lateness can be very disruptive to your child's day. Punctuality is a life skill that children need to develop from a young age. The school doors are open from 8.45am and the register will be taken at 8.55am. Children arriving in school after 8.55am will be marked as late.

Medical appointments

We understand that not all medical appointments can be attended out of school hours. Please inform the School Office of any appointments, and the time your child will expect to arrive in school, or the time they will need to be collected from.