

### What will we be doing as a school?

- ◆ Each Friday, class teachers will be made aware of children's attendance for the year to date, and may contact you for a meeting to discuss your child's attendance and work with you to improve it.
- ◆ Each Friday in assembly we celebrate the class with the highest number of children in all week presenting it with Snowflake the Owl and the Attendance Trophy. This will also be celebrated in the weekly newsletter.
- ◆ If your child's attendance continues to be a concern, at this point, you will be invited to a meeting with the Education Welfare Officer, so that we can look at other ways we can work together to improve attendance.

### What do I need to do if I need to ask for leave of absence for my child?

Since September 2013, changes to Government regulations and guidance means that **we can no longer authorise leave of absence for the sole purpose of a holiday (unless it is in exceptional circumstances).**

Parents must fill in a form that is available on our website or from the office **at least 15 school days** before the planned leave.

If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Head of School, and it will be marked as unauthorised.

**We may apply for a penalty notice for unauthorised leave.**

## PADSTOW SCHOOL & NURSERY

### School Attendance



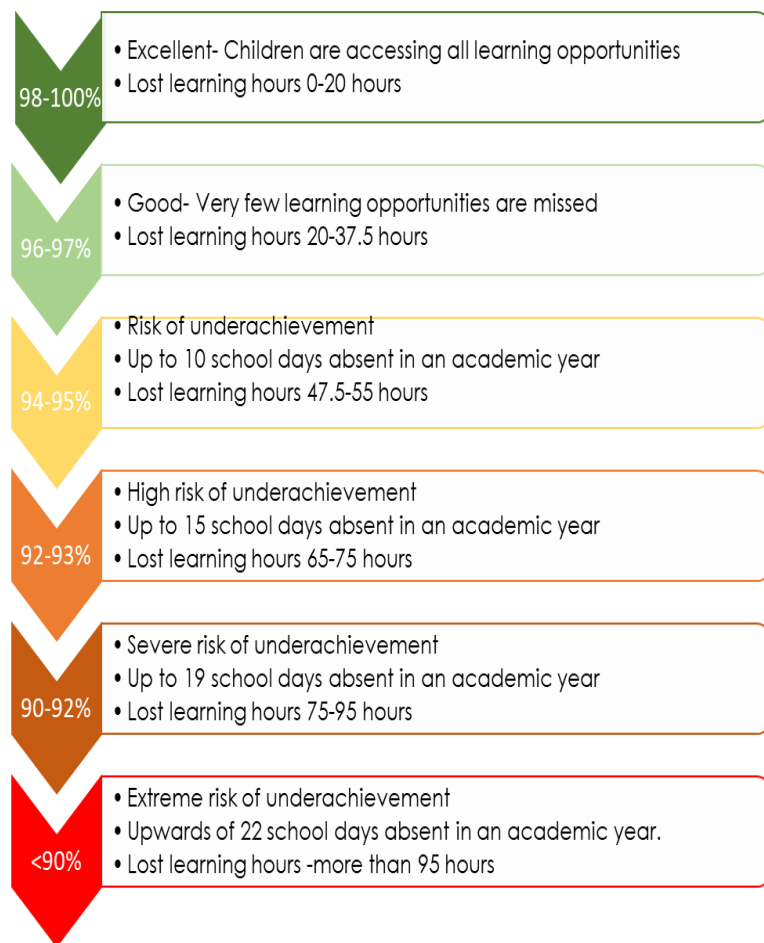
### Attendance

Attending school regularly is **very important**, both academically and socially. Children who are absent from school:

- ◆ miss vital learning,
- ◆ miss their friends,
- ◆ can find it difficult to catch up when they come back.

Catching up an absent child can also affect others in the class, as the adults' time has to be spent on one child.

Aspire Academy Trust believes that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to exceptional circumstances.



## Lateness

We believe that arriving at school on time is essential for children to fulfil their potential. Being on time to school ensures that children settle into the school day and prevents them from missing essential learning. Children who arrive on time are happier, less anxious, and ready to learn. Poor punctuality not only has an impact on learning of the child who is late for school, but also on the learning of all the other children in the class. Being on time means not missing out.

- ♦ **School gates open at 8.35 and close at 8:45**
- ♦ **8.45 to 8.55 Registers are open am**
- ♦ **8.55 to 9.00 Late but authorised am**
- ♦ **After 9.00 Late not Authorised am**

## What if my child is poorly?

If your child is poorly, please let school know as soon as possible on the morning of their absence, giving the actual reason (**sickness, tonsillitis ... more detail than poorly please**) and **every day that they are away**. If we don't hear from you, you will receive a text asking why your child is absent. If you do not reply to the text, you will then receive a phone call from us.

We will not authorise an absence for:

- ♦ A shopping trip
- ♦ A birthday treat.
- ♦ Over sleeping due to a late night or being tired
- ♦ Looking after other children
- ♦ Waiting for deliveries, gas man, etc.

Unauthorised absences can lead to legal action in some cases.