

**The Importance of  
Good Attendance and School Procedures**

# Carterhatch



# Infant School

**At Carterhatch Infant School we take attendance and punctuality very seriously as we want to give all our children the best possible start in life.**

## **Why your child should be in school**

- It is the law
- They will make good progress both academically and socially
- They will find learning more satisfying
- Have an easier transfer to the junior school
- Help their class win a trophy for good attendance
- Win themselves a medal for 100% attendance

## **What happens when your child is not in school?**

- They will miss lessons and crucial information
- They will fall behind with their work
- The Educational Welfare Officer may be informed
- You could receive a fine

## **What should I do if my child is off school?**

- Please telephone the school office before 9:00 am on the first day of their sickness to let us know why your child is off, when your child returns to school, we will need medical confirmation or an appointment card
- We would appreciate if you could arrange appointments out of school times, however if it's an urgent appointment during school times then please inform the Attendance Officer and provide evidence as soon as possible

## **Illness**

Illnesses that **will** prevent your child from coming to school

- Vomiting and diahorrea (your child can return to school 48 hours after the last episode)
- High temperature with a diagnosed infection
- Hospital admission
- Dental surgery

Illnesses that **will not** prevent your child from coming to school

- Mild cough
- Cold/Sneezes
- Tiredness

## **Authorised and Unauthorised absences**

### Authorised absences

- Proof of illness from GP/hospital
- Proof of medical appointment
- Religious days

### Unauthorised absences

- Holidays
- Days out
- Birthdays
- Parent or sibling unwell
- No reasonable explanation received from parent/carer

Holidays in term time will not be authorised under any circumstances, as we see every day that a child is not in school as a day's learning lost

## **Penalty Notice**

It is important for all children to attend school. Parents/Carers commit an offence if their child doesn't attend school regularly and the absence is not agreed by the school.

A Penalty Notice costs £60 per parent and per child, if payment is made within 21 days. £120 if paid after the 21 days but within 28 days.

## **Punctuality**

School starts at 8:45 am, after 8:50 am your child will be marked on the register as late.

It is important that your child is present for registration because it will help them prepare for lesson and also lessons will not be interrupted.

School ends at 3.15, please make sure you collect your child on time.

## **Early Collection**

In order to avoid early collections, we recommend that you make appointments during school holidays or after school. Parents or siblings appointments are not acceptable.

100% Attendance	0 weeks of learning missed	Best chance of success Well Done!!!
95% Attendance	1 week & 4 days of learning missed	Best chance of success Well Done!!!
90% Attendance	3 weeks & 4 days of learning missed	Poor attendance Cause for concern Educational Welfare Officer will be contacted
85% Attendance	5 weeks & 3 days of learning missed	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted
80% Attendance	7 weeks & 3 days of learning missed	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted
75% Attendance	9 weeks & 1 day of learning missed	Poor attendance Serious cause for concern Educational Welfare Officer will be contacted

**If you have any questions please speak to:**

**Sandra O'Driscoll – Family Support Worker**

**Beverly Phillips – Attendance Officer**