

# Springdale First School

*Imagine, Believe, Achieve!*



## Attendance: A Guide for Parents

### 1. When does my child need to be at school?

Your child should be at school in good time for registration. The morning register will be called promptly at 8.45am and the afternoon register at 1.00pm. The School gates open at 8.30am prompt.

### 2. What happens if my child is late?

If your child arrives after 8.45am he/she will be marked late (L).

If your child arrives after registers close he/she will be marked as absent (U - unauthorised absence)

If your child arrives after 1.00 pm he/she will be marked late (L).

If your child arrives after registers close he/she will be marked as absent (U - unauthorised absence)

Pupils who arrive after registration should report to the school office. If a child's lateness gives cause for concern, a phone call and / or a letter will be sent home outlining the school's concerns, and the desire to avoid a situation where a penalty notice is issued. A meeting may be arranged with the Attendance Leader to discuss reasons / difficulties for lateness. If the lateness persists, the matter will be referred to the School Attendance Worker.

### 3. Does the School need something in writing explaining my child's absence or will a phone call do?

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will endeavour to phone you. 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. An 'unexplained absence' form will be sent home when an N code has been recorded in the register.

### 4. What reasons will the school accept for absence?

- Illness - medically unfit for school. Absence for more than 5 consecutive days due to sickness or injury will require a doctor's certificate. The school may request a GP appointment card, a prescription (a photocopy may be taken by the school) or the medicine box/antibiotic bottle to verify the illness/medical reason for absence
- Emergency dental/medical appointment (Please make routine appointments after school or during the holidays)
- Family bereavement
- Day of religious observance

Except in the case of illness, you should ask for permission in writing for your child to miss school well in advance, giving full details

### 5. 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.

**6. 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.

**7. 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. Springdale First School's Attendance Leader is Mrs S Burgess who is available to discuss any concerns or problems you may have. Mrs Martin is the Pastoral Support Worker and is also available to offer support. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with a School Attendance Worker (SAW). The SAW for Springdale First School is Chrissie Fay. The Borough of Poole 5-19s Team is based at:

Borough of Poole 5-19s Team  
Dolphin Centre

Poole

BH15 1SA