

# Important Notice about Attendance and Punctuality



## **Importance of Attendance**

Regular attendance and punctuality is an important factor in raising the achievements of pupils. Attending school every day gives your child the opportunity to make friends and feel included, increases their confidence and self-esteem, improves their social skills and allows them to achieve their full potential.

It is very important that your child attends school regularly and punctually.

Classes receive rewards for good attendance and individuals receive certificates for 100% attendance during a term or throughout the year.

The school and the Local Authority monitor your child's absence closely. When your child's attendance falls below the national expectation, you will be asked to attend a meeting with the school.

## **Absent from school?**

If your child is absent from school please telephone the school before 9.00am on 0207 476 5146 or you will receive a call from the Attendance Officer. Please make sure you clearly state your child's name, class and the reason for their absence. If your child is absent for illness, we will require medical proof after the 2<sup>nd</sup> day of absence to be able to authorise any further absences.

## **Too ill to attend school?**

Children can attend school with minor ailments (toothache, headache, stomach-ache, cold, sore throat, and cough) over the counter medicines can be given before school. School will contact you if they become too ill to remain in school. Children should be off school for 48 hours if they have diarrhoea or vomiting.

## **Punctuality**

Please ensure your child attends school on time for 8.55am and gates close promptly at 9am, any children arriving after 9am will have to come to the front office, register themselves as late and receive a late slip. If your child receives more than five late slips, you will be asked to come in for a meeting. If still, there is no improvement we will then have to notify the local authority, which will lead in to you getting a fine or even a prosecution. If your child is late, they miss the beginning of the lessons and cause disruption to other children's learning and a settled class.

## **Term Time Holiday requests**

Holidays during term time are not authorised. In line with the local authority Newham, a penalty notice issued by the local authority will be a follow up policy if any unauthorised holiday is taken during term time.