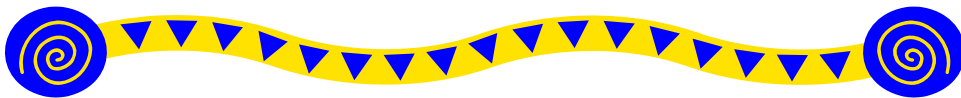


# Emersons Green Primary School

## Guidelines for Parents and Carers.

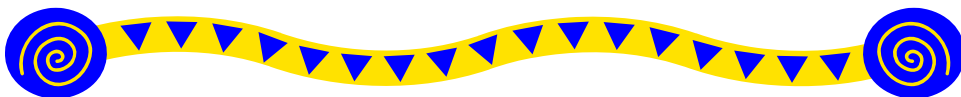
### Attendance and Punctuality



Regular attendance and punctuality are important if children are to take part fully in the life of the school and to take advantage of the learning opportunities offered by the school.

We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

Our Attendance and Punctuality Policy is available from school. Just ask if you would like to read it in full.





Children can start arriving in school at 8.40am when they will be greeted by a member of staff at the cloakroom door. Teachers will be in the classrooms to meet and talk with the children.

The cloakroom doors are closed at 8.50am to ensure the safety of the children

The registers are taken at 8.50am and 1.15pm daily. If children arrive after 9.00am and 1.25 pm please sign them in, in the 'Late Book' in the office. If a child arrives after 9.30 they will be recorded as an unauthorised absence.

Children don't enjoy being late to school or being left at the end of the day waiting for their parents and carers. If you are going to be delayed please ring and let us know.

Our Education Welfare Officer can support the school and families when and if they need help.



If you would like to talk to your child's teacher, after school is the best time to do this, or make an appointment, although they may have meetings to attend and other school commitments.





### How we can help you:

By encouraging regular and punctual attendance.

By ensuring the school has a consistent approach to arrangements, procedures and routines.

By notifying you of our concerns about your child's attendance and discussing it with you. This could include letters and contact with the Education Welfare Officer.



### How you can help us:

Try to make all medical appointments after school or in the holidays whenever possible. We know this is sometimes difficult but if it is not possible please make the appointment after 11am or 2.30pm to ensure your child attends for most of the day and is here for both registration sessions.

Of course, there may be times when your child has to miss school because he or she is ill. This is to be expected and you should always telephone us on the first day of sickness.

Children who have been sick (vomiting or diarrhoea) should not return to school for 48 hrs after the last bout of sickness.

Providing us with a medical certificate if we request it for your child's absence.

Make sure your child has everything they need for school each day.

**Avoid** taking holidays in term times





# Holidays

Parents/carers may ask for up to 10 days absence in any one academic year (September to July) - they cannot expect it by right - it must be agreed by the school and you **MUST FILL IN AN ABSENCE DURING TERM-TIME REQUEST FORM (Holiday Form) before you go!**

Holidays will not be authorised for:

- the first week of Terms 1, 3 & 5.
- SATS and Assessments weeks in May
- Under 90% attendance



Most Parents and Carers want their children to get on well in life. Nowadays, it is more important than ever to have a good education behind you if you want opportunities in adult life. Children only get one chance at school, and your child's chances of a successful future may be affected by not attending school regularly.

If children do not attend school regularly, they may not be able to keep up with school work. In a busy school day it is difficult for teachers to find the extra time to help a child catch up.

And it's not only the academic work. Missing out on the social side of school life, especially at primary school, can affect children's ability to make and keep friendships, a vital part of growing up. Setting good attendance patterns from an early age will also help your child later on.

Being on time is also vital. Arriving late at school can be very disruptive for your child, the teacher, and the other children in the class.