

If you would like to talk to your child's teacher, after school is the best time to do this, although s/he may have meetings to attend and other school commitments. If you need more time, then please telephone to make a longer appointment.

How you can help us:

- ✓ Value education and the work of all the staff in school
- ✓ Make sure your child has everything they need for school each day
- ✓ Arrange for them to arrive and be collected on time each day
- ✓ Walk, scoot or cycle to school to support our Healthy School status
- ✓ If coming by car, remember the staff car park is for staff and disabled use only; please park considerately on roads near the school.
- ✓ Telephone us when your child is ill on the first and each subsequent morning of absence before 9.00 am.
- ✓ Try to make medical appointments out of school hours or in the holidays whenever possible.
- ✓ Support the school's policies – especially Attendance, Behaviour and Homework.

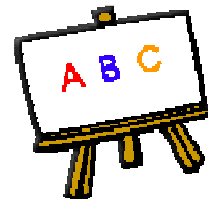
The complete Attendance Policy is available on the school's website or from the school office.

Regular and punctual attendance is fundamentally important and essential for promoting effective learning in school.

The early acquisition of good habits may well help children in later life (both in secondary education and employment)

Home and school can work together to ensure children:

- *Feel safe and secure about coming to school*
- *Know the routines clearly*



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ALEXANDER HOSEA PRIMARY SCHOOL

'Roots to Grow – Wings to Fly'



SCHOOL ATTENDANCE

Schools are judged on their attendance figures. The Governors have set our attendance target at 97%.

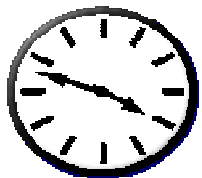
How we can help you:

- By encouraging regular and punctual attendance
- By ensuring the school has a consistent approach to arrangements, procedures and routines
- By notifying parents of attendance issues raised through our regular monitoring
- By offering support/advice

Our school Attendance Policy aims to be clear about:

- Parents' responsibilities
- What constitutes an authorised or unauthorised absence
- The start and end times of the day
- Absence during term time. The Headteacher is no longer able to authorise holidays during term time.

Children don't enjoy being late for school or being left at the end of the day waiting for their parents!



ABSENCE DURING TERM TIME

School is important and that is the message that should get through to children – it will stay with them throughout their school life.

With effect from 1st September 2013, amendments to the Education (Pupil Registration) (England) Regulations 2006 make it clear that Headteachers MAY NOT grant any holiday absence during term time. Other absences can only be granted in exceptional circumstances and must be requested in advance.

We will carefully review any request for leave of absence during term time but it is only in the most exceptional circumstances that this can even be considered or granted. Under the guidelines that accompany the Regulations, the Headteacher will determine what are exceptional circumstances and the number of school days a pupil can be away from school if the leave is granted, taking into account the individual circumstances on a case by case basis.

Parents/Carers should also be aware that failure to comply with these regulations may lead to the Local Authority imposing financial penalties which, from 1st September 2013 amount to £60 per parent per child if paid 21 days of receipt of the notice; and £120 per parent per child if paid within 28 days of receipt of the notice. Failure to pay may lead to further action being taken.

We fully appreciate and completely understand that this may cause difficulties for some families, especially as holiday leave from some jobs is restricted. However the Headteacher is by law required to comply with these amendments to the regulations, which affect all absences from school during term time taken after 1st September 2013.

Attendance data is monitored termly and parents are informed of outcomes if attendance is less than 90% or there have been more than four broken weeks. Support for parents may be sought from the Health Service or Family Inclusion Support Service.

Our school policies encompass all aspects of school life and help to ensure that school provides a pleasant, safe and enjoyable learning environment for all.

- *The registers are taken at 9.00 am and 1.00 pm.*
- *Your child should arrive between 8.50 am and 9.00 am when there will be a member of staff on duty in the playground and at the school gates.*
- *Do plan towards allowing your child to be independent and help them learn to walk from the school gate on their own as soon as they can.*
- *If your child is late you must report to the school office so that their attendance may be recorded – this is the Local Authority's policy. Any pupil arriving after 9.00 am but before 9.30 am will be recorded as late. Pupils arriving after 9.30 am will be recorded as an unauthorised absence unless a satisfactory reason is provided.*
- *Parents/Carers of pupils who leave school before 3.30 pm must report to the office to sign their child out.*
- *At home time parents may come into the playground at 3.30 pm to wait for their child. Foundation and year 1 parents may come into the small playground.*
- *School finishes at 3.30pm*

Thank you for your support

