

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:

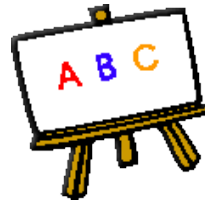
- ✓ Value education and the work of all the staff in school
- ✓ Make sure your child has everything they need for school each day.
- ✓ Arrange for them to arrive and be collected on time each day.
- ✓ Walk, scoot or cycle to school to support health and wellbeing & prevent vehicle congestion around school.
- ✓ If coming by car, remember the staff car park is for staff and disabled use only; please park considerately on roads near the school.
- ✓ The 'drop off' zone is for dropping off only. Please do not park in this area, unless you have a blue disabled badge.
- ✓ 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 Home Learning.

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

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

The National threshold for triggering a penalty notice is 10 sessions of unauthorised absence in a rolling 10-school week period. Where the Penalty Notice National threshold is met the school (in consultation with Education Welfare Officer) must consider if a Penalty Notice is appropriate, or support should be provided, or a Notice to Improve issued, or other legal interventions.

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 issuing a Penalty Notice fine, which from 1st September 2026 is a cost of £160 (for first fine) if paid within 28 days, reduced to £80 if within 21 days. Failure to pay may lead to further legal action being taken.

Attendance data is monitored monthly with our Education Welfare Officer and parents are informed termly of outcomes if attendance is less than 95% or there have been more than four broken weeks. Support for parents may be sought from the Health Service, or Education Welfare Service.

For more information please refer to our 'Attendance and Truancy Policy'.

- 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 at the school gates. It is important that all children arrive on time for school everyday
- 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/evidence is provided.
- Parents/Carers of pupils who leave school before 3.30 pm must report to the office to sign their child out. Early collection must only be done in exceptional circumstances.
- At home time parents should come into the playground just before 3.30 pm to wait for their child.
- School finishes at 3.30pm

Thank you for your support