

My child is late. What should I do?

If your child arrives late to school it can cause disruption to them, their teacher & other children in the class. They may also miss key parts of their learning e.g. their whole phonics session. Registration starts at 8.40am & closes promptly at 8.50am. If your child arrives after this time they must enter via the school office where they will be marked as late on the register. Your child will receive a 'late' pass which they then give to their teacher. If your child arrives very late, they may be marked with an 'unauthorised late' which is the same as an 'unauthorised absence'.

10 minutes late every day means your child will lose 6.5 days of a school year!



My child is unwell. What should I do?

- Only keep your child away from school if really necessary. The school will always call & send home an unwell child.
- Call the school as soon as possible to let them know why your child is going to be absent. Please phone by 9.20am. The office has an answer machine & messages can be left on here.
- Please call daily & keep the school informed if more than one day of absence is necessary.

If your child is absent from school & if no explanation is offered by yourselves within 2 weeks of this absence, it will remain recorded as unauthorised.



Can I take my child out of school?

Wray Common does not grant leave of absence during term time. However, the Headteacher will consider exceptional circumstances.

Any absence must be requested as far in advance as possible & ideally no less than 4 weeks prior to the requested date. A form will need to be collected from the office and completed.

Holidays during term time are not permitted & will not be authorised. A Penalty Notice may be issued. (See attendance policy for further information.)



How can I help?

- Make sure your child arrives on time
- Only keep your child away from school if really necessary e.g. through illness
- Try to make dental/medical appointments outside of school time.
- Take holidays during the school holidays.
- If your child starts missing school, make early contact so that we can work together.



Did you know?

We have a Team Around the Child Champion who is here to help you with practical support!

Pop in for a chat or give us a call on 01737 761254 or email us at familysupport@wray-common.surrey.sch.uk



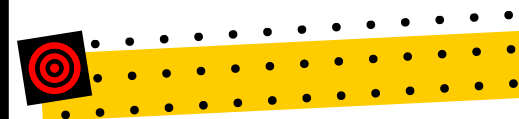
Wray Common Primary School

Attendance Matters



Information for Parents & Carers

Make Every School Day Count!



Why does attendance matter?

Every day attendance at school is vital for children to get the most out of their education. Attending school on a regular basis will also set them up with good routines for later life and the working world.

Here at Wray Common, an overwhelming majority of parents/carers ensure their children are in school every day. Nowadays, it is more important than ever to have a good education behind you. Research shows that children who attend school regularly are more likely to do well in the future.

Regular school attendance helps children fulfil their potential, develop their confidence and make and keep lasting friendships; a vital part of growing up.



What does regular attendance mean?

Regular attendance means that your child must:

- attend school every day unless there are justified reasons
- arrive at school on time

What is good attendance?

Days off school add up to lost learning! Anything less than 100% attendance means your child is missing out on their education.

100% attendance Perfect!!
90% attendance 4 weeks of learning missed!

Sam is a child who attends school for 90% of the time. His parents think this is quite good. Sam is absent from school for the equivalent of one half day a week.

Over a whole school year, Sam would miss 4 weeks of learning. During his school days, this means he would miss over a year of his education!



The school & our Inclusion Officer work closely together & regularly monitor both attendance & punctuality. Consideration is given to all factors affecting attendance.

96% +	Good - Well done! Your child's attendance is at, or above, the school target.
93% - 95%	Average - Strive to build on this. Your child's attendance is below the school target & will be monitored.
86% - 92%	Poor - Absence is affecting attainment & progress. This is a cause for concern & will be closely monitored. The school & the Inclusion Officer may work with you to improve the situation.
< 86%	Unacceptable - Absence is disrupting your child's learning. A referral to the Inclusion Service may take place.

Definitions

- Every day counts as 2 sessions.
- Every half-day absence is classified by the school as either AUTHORISED or UNAUTHORISED.

Examples of Authorised Absences:

- genuine illness of your child
- hospital / dental / doctors appointment for your child
- major religious observances

Examples of Unauthorised Absences:

- shopping / day trip / birthday treat / etc.
- oversleeping due to a late night
- looking after other family members, etc.
- holidays

What does the law say?

As a parent/carer you are committing an offence if your child fails to attend school regularly & punctually. This may lead to the issuing of a Penalty Notice or legal action.

Will I be told if my child is a concern?

If your child's attendance starts to fall, you may be contacted by the school & support may be offered. If there is no improvement, the school may have to consider referral to the Inclusion Service.

At Wray Common, we expect children to attend every day, as long as they are fit and healthy enough to do so.

