

What will happen when a child is absent from school?

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone, Dojo and possibly a home visit.

All parents/carers will receive a letter if their child's attendance is below 97%, even if there are genuine reasons for absence. To make you aware and to see if there is anything we can support you with as a school.

If attendance continues to fall (below 96%) we will invite you into school to a supportive meeting, we are here to help. If needed we can involve outside agencies to support you and your child, this could be your GP or School Nurse.

If your child is persistently absent we may need to refer you to Derbyshire County Council for further support and possible legal action, but working as a team we hope not to reach this stage.

Can my child take a holiday in term time?

The simple answer is NO - pupils can only take leave of absence during term time if this is approved in advance by the school. Leave taken without permission may result in a penalty notice and or prosecution.

Planned absences should be requested at least two weeks in advance, a form is available from the school office. All requests will be considered individually and only granted in exceptional circumstances.

Contact Number 01773 713429.

**If your child is absent or late please ring school before 9.15am.
Thank you**

Langley Mill Church of England Infant School and Nursery



Information booklet

Attendance





We encourage good attendance by:

- Creating a positive environment where children feel secure.
- Making school a lively, interesting place to be.
- Ensuring good quality play in the outdoor areas.
- Developing a system of rewards for good attendance.
- Being sympathetic and supportive to pupils who experience problems in school.
- Ensuring careful and fair monitoring of attendance data.
- Reminding parents/carers of our expectations regarding attendance and punctuality.
- Offering help and advice to resolve any difficulties the pupil or parent may have to improve attendance.
- Working with parents/carers who are concerned that their child/ren may be experiencing barriers affecting attending and punctuality.
- Inviting external services and/or agencies to support you and your child/ren with attendance struggles.



Rewards

- We celebrate good attendance. The class with the highest attendance that week get extra playtime on Fridays.
- Children who achieve 98% and above attendance during the termly monitoring period will receive a sticker and a certificate at our celebration Coffee and Cake morning. Parents are invited into school to celebrate with us.
- Children who achieve 100% attendance for the whole year will receive a special prize at our end of year celebration event.



Supporting punctuality:

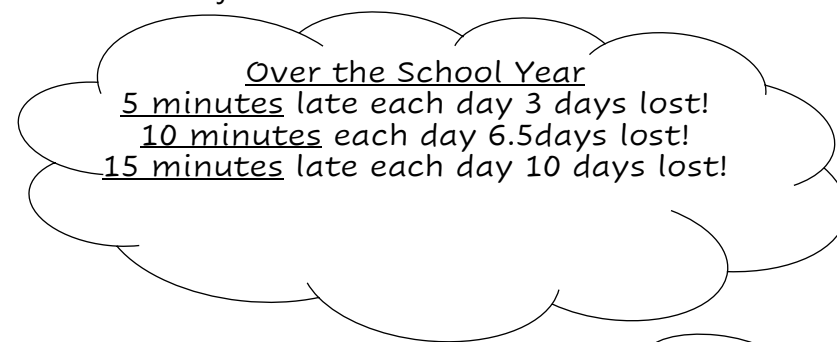
- School starts at **8.55am** (doors open at 8.50am).
- Morning Nursery starts at **8.45am**.
- Afternoon Nursery starts at **12.30pm**.

If you are going to be late, please ring us if possible, so we can make sure your child has a dinner ordered.

When you arrive, please take your child to the main reception area and sign a late form. You will be asked to write the reason why you were late. This is an important part of our Safeguarding Policy.

If your child is late three times within a half term, we will contact you to make you aware and to see if there is any way we can support you.

A good start to the day is essential for children and is an important habit to learn whilst they are young. It is a key skill employers look for in candidates for jobs.



Attendance Monitoring and Illness

We have a legal requirement to monitor children's attendance at school and we do this every half term. If your child's attendance falls below 97% we will contact you by letter.

Please try to arrange medical appointments for outside of school hours (8.55am - 3.25pm). We understand this is not always possible, in these circumstances we will need to see a copy of your appointment or text message reminder of the appointment.