

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



How you can help us:

- Try to make medical appointments after school or in the holidays whenever possible
- Support the school's Attendance Policy and guidance
- Make sure your child has what they need for school each day
- Telephone us when your child is ill on the first morning of absence before **9.15am** on 01454 866460
- Send in a letter when your child returns to school explaining the reason for absence
- Bring them and collect them on time each day



Regular and punctual attendance is vitally important in raising achievement and developing the potential of our pupils.

Home and school must work together to ensure that children feel safe and secure about coming to school and know the routines clearly.



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LONGWELL GREEN PRIMARY SCHOOL



Attending School Information for parents





The complete Attendance Policy is available from school - just ask in the office if you would like to read it in full. It is also on the school website.

How we can help you:

- By encouraging regular and punctual attendance.
- By ensuring the school has a consistent approach to arrangements, procedures and routines.

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.
- What to do if your child is ill or you want to go on holiday during term time.
- When penalty notices will be used.



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



HOLIDAYS

The Local Authority Policy is that parents may request up to 10 days absence in any one academic year to take their child out of school for a holiday. Authorising absence is at the discretion of the Headteacher, and in making his decision he will look at attendance over the previous year.

PARENTS MUST FILL IN A 'LEAVE OF ABSENCE REQUEST FORM' at least two weeks before the start of the holiday- preferably before the holiday is booked.

Following a decision by the governing body, as from **September 2009** requests for leave of absence **will not** be authorised for holidays to be taken in **Term 1** (September/October), the beginning of **Term 3** (January) or **Term 5** (April/May), as these are particularly crucial times in the academic year.

**Remember:
Holidays in term time
disrupt your child's
learning**



- The registers are taken at **8.55am** and **1.00pm** (Rec, Y1, Y2)/ **1.15pm** (Y3, Y4, Y5, Y6) daily.
- Your child should arrive between **8.45am** and **8.55am**. They can go straight to the classroom or stay in the playground.
- The bell goes at **8.55am**, when children must be in school so that registration can start promptly. Children are marked as late if they arrive after **9.00am**; registers are closed at **9.10am** and children arriving after this time are classed as an unauthorised absence. If your child arrives after 9.10am it will be recorded in our late book held in the office.
- Our Education Welfare Officer can support the school and families when/if they need help.
- At home time you can wait for your child inside the gates from **3.10pm**
- School finishes at **3.15pm** for all children.

