

If you would like to talk to your child's teacher, after school is the best time to do this.

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.



Longwell Green Primary School
Ellacombe Road
Longwell Green
South Gloucestershire
BS30 9BA
01454 866460
e-mail:

enquiries@longwellgreenprimaryschool.co.uk
www.longwellgreenprimaryschool.co.uk



LONGWELL GREEN PRIMARY SCHOOL



Attending School

Information for
parents
2017 - 2018





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.



REQUESTS FOR ABSENCE

School Policy is based on guidance from the Department for Education.

Schools **cannot** authorise holidays in term time. The headteacher can authorise absence for 'exceptional circumstances' only; in authorising absence, the headteacher will look at requests on a case by case basis.

Parents must fill in a 'request for absence' form for consideration by the headteacher; this is available from the school office or the parents' download section of the school website.

MONITORING ABSENCE

School monitors children's attendance each term and works closely with parents to ensure attendance is as high as possible. We always inform parents if attendance falls below 96%.

Our Education Welfare Officer can support the school and families when/if they need help.

Remember:
Absence in term time
disrupts your child's
learning



DAILY ROUTINES

Your child should arrive between **8.45am** and **8.55am**; when they arrive they will go straight to their classroom.

The registers are taken at **8.55am** and **1.00pm** (Rec, Y1, Y2);

At **8.55am** and **1.15pm** (Y3, Y4)

At **8.55am** and **1.30pm** (Y5, Y6) daily.

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.

At home time you can wait for your child inside the gates from **3.10pm**

School finishes at **3.15pm** for all children.