

Authorised absence in School Time

As mentioned earlier, when children are away from school their education can be interrupted. If at all possible, we suggest that you don't take your child on holiday during term time if it can be avoided.

Government regulations mean that Head Teachers can not authorise family holidays.

Time away from school can only be authorised for exceptional circumstances.

Permission can be requested from the school via completion of a 'leave' request form following a discussion with the Head Teacher or Senior Attendance Staff. Parents/ carers may incur fines and other serious consequences if children are taken on holiday.

How Can You Help?

To help our school and your child achieve good attendance levels we would appreciate your support to:

- Help your child attend school regularly
- Help them to get to school on time
- Take holidays during school holiday time (if possible)
- Arrange health appointments after school if you can (although we understand this is not always possible)

Wingate Primary School

A Rights Respecting School



Attendance Policy Statement

(Essential information for parents/carers – 2020/21)

**Attendance Policy Statement
All children have the right to a primary education.
(UNCRC Article 28)**

Our aim is to ensure that all children in our school are given the opportunity to maximize their individual learning potential in an environment which is safe and educationally stimulating with particular emphasis on the UNCRC (United Nations Convention on the Rights of the Child). We wish to deliver a high quality education for our children showing respect and developing a love of learning. In order to help us achieve this aim it is vital that children attend school as regularly as possible. By simply missing one day's schooling a child's education is interrupted so it is most important that absence is kept to a minimum.

The Law and impact:

By law all children in the UK over the age of 5 years must receive an education. In our school we aim to deliver an education that is meaningful, respectful and focuses on the whole child. We want all families and children to have a very positive educational experience during their time with us. We would like to work in partnership with families so that we can all develop our roles as global citizens and improve outcomes for everyone.

Through our partnership with families we hope to enable parents/ carers to fulfill their responsibilities to enable their children to have a positive educational experience.

If a child is absent what should parents/ carers do?

- Contact the school on the first day of absence
- Ensure you keep the school informed on a regular basis if your child is absent for a long period e.g. more than a week.

If a child is absent without notification from parents/carers of the reason for absence, then the school will always contact parents/carers for health and safety reasons.

If we are unable to contact the family, our Pastoral Manager, Annie Docherty, will contact you to find out the reason for absence.

Start of the Day

Children are welcomed into school from 8.40 at Moor Lane and 8.45am at Church Street each day although they can come to Breakfast Club which starts at 7.30 at Moor Lane and 7.45 at Church Street. School starts at 8.50 at Moor Lane and 8.55am at Church Street.

Lateness can be a major problem at times and causes interruption to the learning of everyone in school. We strongly encourage everyone to get to school on time. If children arrive even 5 minutes late they will miss the start of day activities including Early Birds and challenges - they could miss out on 25 minutes of learning throughout a week. If children arrive after 9.00 at either site, they will be classed as late and miss their morning mark.

We understand that sometimes absence is unavoidable. For example ...

- Illness
- Medical Appointment
- Family Bereavement
- Religious Observance

However, reasons for absence given below are not acceptable and will cause disruption to your child's progress...

- Shopping
- Birthdays
- Haircut
- Missed Bus
- Visiting Relations