



St Blaise Church of England Primary School

Exploring and achieving as we grow together

Attendance and Punctuality

Essential information for parents

Good attendance and punctuality are essential to your child achieving well at school.

Think how annoying it is when you miss the first 10 minutes of your favourite TV programme or a whole episode and how difficult it is to catch up and know what's going on!

Learning can be lost, but also important are the incidental happenings at the beginning of the school day - forging relationships with classmates and the teaching staff; settling into school mode and switching off from events at home.

- It is *your responsibility as parents* to ensure your child attends school - it is the law when your child is registered at a school.
- It is *our responsibility, as a school*, to help you in any way that we can to make sure your child attends and is in good time.

Tips to help:

Positive talk about school will help you to know your child is happy at school and has no concerns about coming to school. Find out what they have been learning, what they enjoy, share their successes and listen to any concerns. Then, if there is something troubling your child they are more likely to open up and say, rather than find an 'excuse' why they shouldn't go to school.

Getting ready for school all children whatever their age can do these things independently, so help at first to set good routines and then expect them to what they need to do:

- ✓ *The night before* - clothes ready, homework packed in their school bag along with any other essentials like PE kit; a decision made about school lunch/ dinner money sorted / what to have for a packed lunch.
- ✓ *Morning routine* - up, washed, dressed and breakfast eaten in plenty of time. Ask your child to be in charge of keeping an eye on the time.

On arrival at school

Encourage your child to be independent going into their classroom- they can do what is needed and this helps their independence during the school day.

School help

The school is open from 8.35; registers are taken at 8.45. So 8.35 or just after is the time to aim for. Staff will be ready to greet their classes.

We can all run late from time-to-time. Should you be late, you will need to enter the school building via the office. Katie or Caroline will give you a warm welcome - please don't be embarrassed about being late.

If you find you have difficulties getting your child/ren to school on time please find a convenient time to chat with Lisa Howard (our home-school link teaching assistant) who will be happy to listen and find a way of supporting you and your family. Also check-in with your child's class teacher to explore any learning or friendship issues.

Absence

Unexplained absence from school is always followed up by Katie or Caroline in the office- this is so parents of children walking to school unaccompanied are assured they have arrived safely.

Illness- the best way to let us know your child will not be attending school because of illness is via the school answer-phone (01235 831368). If your child's absence is likely to longer than a day it is helpful if you can say how long. On their return to school, a note is needed for our records.

Mrs Leach takes overall responsibility for absence, this involves checking the registers and ensuring all the systems in place to promote good attendance and punctuality are working.

The governors monitor absence data (no names) and challenge the headteacher to ensure every help is given to parents.

Holidays and special occasions

You will be aware that holidays (a week or a day) during term time are discouraged by the government and are rarely authorised.

Please see the school's **Attendance Policy** for all the relevant information on authorised and unauthorised absence, and for more details on aspects referred to above.

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