

REINWOOD INFANT AND NURSERY SCHOOL



SCHOOL ATTENDANCE

INFORMATION LEAFLET FOR PARENTS

If you are experiencing difficulties with attendance or punctuality please do call in for an informal chat, when we will be pleased to help

Dear Parent/Carer

School is hoping, with your co-operation, to improve attendance and punctuality. Both of these areas are priorities in our School Improvement Plan for this year. Our current attendance is 94.8 % and we have a target of at least 96%. We also have a target to reduce lateness by 50%.

Attendance

We all know that every-day attendance at school is vital for children to get the most out of their education and with this in mind we will be giving attendance close attention during the coming year.

The early years at school (3 to 7 years) are so important in laying the foundations for learning, as what children learn in the nursery and infants become the building blocks for their work in the junior and high schools and future life.

Where attendance is a concern we will work closely with parents, backed up by our Educational Social Worker, and give as much support/advice as we can. You may be aware that recent Government legislation includes the use of penalty notices for poor attendance, which incur a fine. Hopefully we can resolve any problem without having to issue these.

Illness

We recognise that children may be ill at some point and therefore some absence is unavoidable. Children may be away from school for a block of time due to a serious illness and school will support your child with work to do at home, if appropriate. You may also receive help from the Home Tuition service (through the Local Authority). At other times children have odd days of absence from school due to illness - usually they catch up on work missed but regular days off can impact on their educational progress.

IN ALL CASES OF ABSENCE parents should please:

- only keep your child away from school if really necessary - we can send them home.
- telephone school: **01484 222209** on the first day of absence, as early as possible.
- keep school informed if more than one day's absence is necessary.
- avoid medical appointments in school time, but if absolutely necessary, please bring your child to school for the remainder of the day.
- speak to the class teacher who will be able to provide you with work for your child, if appropriate.

Holidays in term time

It is less disruptive to a child's education if holidays are taken during school holiday periods, but many parents are now requesting time out of school during term time. As Head teacher I can, in exceptional circumstances, authorise up to 10 days for holiday per academic year, but please remember that this is not an entitlement and each request will be considered individually. Factors such as time off for illness and academic progress will be taken into consideration when making the decision. You will need to complete a holiday request form, available from the office.

Any holiday taken without my written authorisation will be classed as unauthorised absence and a Penalty Notice may be issued.

Punctuality

Whilst we are aware that most of our pupils arrive at school on time, we do have a small problem with lateness. Parents may not be aware of the difficulties experienced by their children, even if they are only a few minutes late each day.

Have you thought?

- 10 minutes late a day = almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.
- a child will miss his/her teacher's instructions for the first lesson.
- coming late causes disruption to the whole class, as well as to the child who is late.
- registers and school dinner numbers will have already been sent to the
- children are often very embarrassed and upset at coming into class late.

Please remember:

- children can now come into school from 8.50 am to give them plenty of time to be in class on time.
- if you are late, please accompany your child into school and report to the office where parents are requested to sign a late slip. Please do not let your child come into school late and without a responsible adult.

In light of recent legislation, we have now reviewed our attendance and punctuality policy. This is available to read in the main reception area and on our school web site. www.reinwoodinfants.co.uk

The home/school partnership that we share is very important to us - working together to help your child. We ask that you support our school in its efforts to improve attendance and punctuality and we really appreciate your co-operation.

The following information booklets are available from school:

Holiday absence in Term-time (Kirklees LEA)

Supporting school Attendance (Kirklees LEA) - includes further information on Penalty Notices).

Kirklees LEA website is: www.kirklees.gov.uk