

ATTENDANCE MATTERS

- In the Temple Newsam Learning Partnership we are committed to ensuring that all children receive a good level of education. This can be achieved if children come to school ON TIME, EVERY DAY
- Parents have a legal duty to get their children to school every day unless there is a good reason for absence
- Please be punctual. School starts at 8:50am. Doors are open from this time. If you are late your child is late and you/they must call in at the school office and sign the late book.
- Pupils who are late disrupt the whole class, which causes embarrassment for them, and they also miss vital teaching time.
- If a child is absent we must be told the reason why on the first day of absence, and each subsequent day, before 10 am followed by a written reason for absence.
- You can contact school by calling the main office on 0113 2640450.
- If we do not hear from you we will contact you by text, phone or letter or by visiting you at home.

ILLNESS

If a child is genuinely ill he/she should remain at home and you should notify your school. Your child should be taken to the doctor to confirm the symptoms. The school office or a doctor can provide some guidance on the amount of time that common illnesses, particularly contagious ones such as chicken pox, require a child to be absent.

If a child has sickness and diarrhoea they should only return to school 48 Hours after the symptoms have subsided.

If your child has a lot of medical absences you will be invited into school to talk about the absences and may be referred to the school nurse.

APPOINTMENTS

Whenever possible, dental and other appointments should be made outside of school hours. We do appreciate that hospital appointments are not always flexible and emergencies occur. School must be notified prior to the appointment and if you have an appointment card or letter please bring to school.

OTHER ABSENCES

Some absences are allowed by law, for example if a child is ill or there is a family crisis such as a funeral. However there are other times when pupils when pupils are absent for reasons which are not permitted. These are known as unauthorised absences. Unauthorised absences include: going to the shops, looking after younger children, sleeping in, hair appointments, birthdays, lack of uniform or PE kit, a parent feeling unwell or children not wanting to come to school.

FAMILY HOLIDAYS

Please see the TNLP Trust "Holiday in Term Time" Guidance for more details. In Summary:

- You do not have the right to take your child on holiday during term time.
- By law parents/carers MUST ask the Head Teachers permission **before** booking a holiday.
- The holiday will only be approved in exceptional circumstances and your child's attendance must remain at 95% or above immediately prior to the holiday.
- You should request a holiday form from the Head Teacher and you may be required to attend a meeting in school.

RELIGIOUS HOLIDAYS

Children are only allowed to take 1 day per religious holiday and no more than 2 days per academic year. School should be informed beforehand if you intend to keep a child away from school for a religious holiday.

GOOD ATTENDANCE

Good or improving attendance is recognised and rewarded in each school.

POOR ATTENDANCE

Poor attendance could result in a child or family being referred to the Attendance Improvement Officer for the Cluster. An Attendance Improvement Officer will visit your home and do an assessment of the reason for poor attendance. This could result in further action being taken if attendance fails to improve.

HELP WITH PROBLEMS

If you have any problems with attendance or any other matter such as a parent being ill or family difficulties, please come and talk to us.

We have a range of support that we may be able to offer through Schools, the Attendance Improvement Officers or TNLP Cluster Team. Please contact school directly.

Thank you for your support Caroline Robinson, Head Teacher.
(July 2011)



Attendance & Punctuality



Corpus Christi
Catholic Primary School

A GUIDE FOR PARENTS & CARERS