

Attendance & Punctuality – Key Information for Parents/Carers

At Forest View Primary School, we recognise that regular and punctual attendance at school is vital if children are to take full advantage of the educational opportunities available to them and to achieve their full potential.



Reporting a child absent - Parents/Carers **MUST** inform the school office by 9.30am if your child is going to be absent. If we do not receive a valid reason for the absence, it will be marked as an unauthorised absence (code O).



Children feeling unwell - Children can't help being sick/poorly and may require time off school. Sometimes your child may get a cough/cold/feeling sick and may not feel like their normal self but they are probably well enough for school. However, taking regular one or two days off soon adds up! If your child has a minor illness (e.g. a headache, feeling sick, a cold, a cough or a sore throat etc.), we ask that Parents/Carers bring them into school and inform staff that their child is feeling a little unwell. School will always contact Parents/Carers if a child becomes unwell during the school day.



Medical appointments - If your child needs to attend a medical appointment (doctors, dentist, opticians), please try to make this out of school hours. If this is not possible, please inform the school office that your child has an appointment and provide any appointment letters. **School will only authorise the time for the appointment, children do not need to stay off school all day.**



Holidays in Term Time - Holidays during term time will not be authorised, only exceptional circumstances may be granted. If you are planning on taking your child out of school, we request you fill in a 'Leave of Absence form' from the school office. If leave of absence is taken during the school term your child's absence will be marked as unauthorised (code G) which may make you liable to a Fixed Penalty Notice issued by the Local Authority.



Punctuality - Our school day starts at **8.55am**. Classroom doors open at 8.45am and will close promptly at 8.55am. Children arriving after 8.55am will be marked as late (code L) and after 9.15am will be marked as unauthorised (code U). Please support your child by helping them to come to school on time every day.

DID YOU KNOW?

<p>8 days' absence over the whole year</p> <p>96%-100% Good Attendance</p> <p>Good chance of success and progress</p>	<p>10-18 days' absence over the whole year</p> <p>90%-95% Worrying</p> <p>Less chance of success Harder to make progress</p>	<p>19 days' absence over the whole year</p> <p>Under 90% Serious Concern</p> <p>Detrimental to success and progress</p>
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"Good attendance" means 96% attendance (which is 8 days off across the school year). This is our whole school attendance target which is in line with the Government's national expectation of 96%."

Support with Attendance and/or Punctuality - Should you wish to discuss your child's attendance and/or punctuality with us or would like any support with this, please contact Mrs White (Welfare Officer / cwhite@forestview.uk.com), who will be happy to help!

Your child's attendance will be shared with you every Term. Mrs White will look to contact parents/carers if a child's attendance and/or punctuality is highlighted as a concern.

Further information, including the school's Attendance Policy can be found on our school website under the 'Parents/Carers' - 'Attendance' section.

