

We believe that parents should be able to speak to teachers whenever they need to, but teachers are often very busy at the start of the day. If you would like to speak to your child's class teacher, please see them at the end of the day. Teachers will make every effort to see you on the day of your concern.

- How you can help us:
- Try to make medical appointments after school or in the holidays whenever possible
- If you need to collect your child during the day for appointments please sign them out from the office.
- Support the school's policies, especially the Attendance Policy.
- Make sure your child has what they need for school each day.
- Telephone us, preferably before 8.30am (leave message on answer phone)
- If you haven't let us know by 9.00 on the first day of your child's absence why they are not in school, we will telephone you to enquire as to where they are.
- Ensuring children are ready to come to school on time each day.

We want to do our best for all our children and believe that regular attendance at school is vital for children as it promotes good learning, positive attitudes and maintains continuity in their education and friendships.

Home and school must work together to ensure our children feel safe and secure about coming to school and know the routines clearly.

Hawkesbury CE VC Primary School

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**Hawkesbury
CE VC
Primary
School**



**Attending
School
A Parents
Guide**



The complete Attendance policy is available from the school office and the website.

How we can help you:

- By communicating effectively to you about the life of the school.
- By ensuring the school has a consistent approach to arrangements, procedures and routines.

Our school Attendance policy aims to be clear about:

- Parents' responsibilities.
- What constitutes an authorised or unauthorised absence.
- What to do if your child is ill or you want to go on holiday during term time .



Absence (holidays)

Our school policy is that absence of any kind can only be authorised in **exceptional circumstances** by the Headteacher. Anything over 10 days will be counted as an unauthorised absence.

- Penalty notices for unauthorised absences over 10 sessions (5 days in total) over 70 days can be issued. These are fines for each child not per family.
- You must make an appointment to see the head teacher at least 2 weeks before the absence to discuss the holiday dates.
- Requests during terms 1 and 5 may not be authorised due to settling into a new class and testing arrangements. If your child's attendance is below 90% then holiday will rarely be authorised. Equally, if your child has more than 3 broken weeks in a term, holiday may not be granted.
- Long weekend breaks are actively discouraged.

School is important and that is the message that should get through to children — it will stay with them throughout their school and working life.

- The Registers are taken at 8.35am and 1.05pm daily. Your child will be marked as late if they arrive after this time.
- Your child should arrive from 8.20am and go straight onto the playground.
- The bell goes at 8.30am when the children line up and parents leave the playground.
- We expect you to allow your child to be independent by saying goodbye and leaving you in the playground.
- If your child is late please go to the School Office where it will be recorded in our Late Book.
- Our Education Welfare Officer can support the school and families when/if they need help.
- At home time wait for your child in the playground.
- School finishes at 2.30pm

