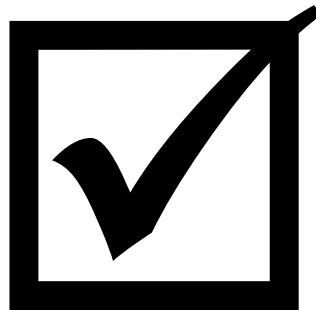


# Creating Life-Long Learners



## Attendance



### A Guide for Parents and Carers

Attending school on a regular basis, from the very start, sets a positive life-long attitude to learning and the routine and discipline of daily work. We would expect our parents and carers to support the school in establishing such an attitude.

#### [Attendance Policy](#)

This leaflet explains the main parts of our Attendance Policy which has been written and agreed by the Governing Body. We hope you find the information helpful. The contents of this policy are common to Badshot Lea Village Infant School, Folly Hill Infant School and William Cobbett Primary School. The only difference is the times of the school day.

We know that every school day lost can have a serious impact on pupil attainment and overall progress in school.

During the academic year pupils are at school for 190 days and at home for 175 days.

## [How can you help?](#)

You can help the child you care for by ensuring they:

- attend school regularly;
- arrive at school punctually;
- have everything they need for school ready the night before;
- have regular bed and waking-up times on school days.

## [Special Leave of Absence](#)

It has been agreed by our schools that the headteacher, on behalf of the Governors, will consider, at their discretion, leave of absence only in exceptional circumstances.

Any family holiday should be taken in school holidays. The Law, Education (Pupil Registration) (England) (Amendment) Regulations 2013, states that headteachers may not grant any leave of absence unless there are exceptional circumstances. If this is the case a Special Leave of Absence application form, available from the school offices and on the websites, must be completed, prior to the absence. We may ask for proof to back-up your request.

[Parents and carers cannot demand authorised leave of absence for their child or children as a right.](#)

## [Recording Attendance](#)

By Law, registration is completed at the start of both, the morning and the afternoon school sessions, recording attendance or non-attendance (absence) for every pupil. Attendance, non-attendance and punctuality is held electronically and recorded on pupil's annual written report to parents. It is also passed to Surrey County Council (SCC) and the Department for Education (DfE) for monitoring purposes. By Law, the reason for absence must be recorded at registration.

## [Illness](#)

In the case of illness it is extremely important that parents and carers inform the school by telephone or e-mail by 9.15am on the first day of absence. We expect the school to be kept informed **daily** in the case of prolonged illness of more than one day.

## [Unauthorised Absence](#)

Unauthorised absence will be recorded when parents and carers have not provided a legitimate reason for absence or leave of absence has not been granted.

Pupils who arrive late at school after the registers have closed will also be recorded as having unauthorised absence unless parents or carers can provide a valid reason for lateness.

## [Legal Duty and Penalty Notices](#)

As a parent or carer, you have a legal duty to ensure that your child attends school regularly. Failure to do so could result in a referral to the Education Welfare Service.

A Penalty Notice may be issued as an alternative to prosecution where it is judged that a parent or carer is failing to ensure their child's regular attendance at school. Full details, concerning Penalty Notices, can be found in our Attendance Policy Statement.

### The School Day

At Folly Hill Infants the school day begins at 9:00am and ends at 3:00pm.

### Punctuality

Poor punctuality is not acceptable. Persistent lateness will be monitored and letters sent to parents or carers to inform them of learning time lost. If lateness remains a problem a referral may be made to the Education Welfare Service. Registers open at 9.00 am and are taken promptly. Children will be recorded as being late if they arrive after 9.10 am but before 9.20am, when the registers close. Any child arriving after 9.20am, without a valid explanation, will be recorded as late after close of register (U coded) and this denotes an unauthorised absence. If a child is late for school parents or carers should always bring them to the school office so they can be recorded as being present.



### When your child arrives

on time 😊	late ☹️
😊 registration takes place quickly and learning can start straight away	☹️ registration will have been completed and learning will already have started
😊 the day gets off to a good start for everyone	☹️ the day gets off to a poor start as learning is interrupted
😊 everyone hears the same information, instructions and explanations and takes part in the important 'beginning of the day' discussions	☹️ they will be at an immediate disadvantage as they will have missed all the important discussions, instructions and explanations
😊 everyone quickly settles into the routine of the day	☹️ they will be unsettled and unsure of what to do

If you need support, help, advice or ideas on how to ensure your child attends school regularly, please ask.

We are here to help.

**Our Home School Link Worker: Marylin Delloyde  
can be contacted on 07876 338770**