

Frittenden CEP School Attendance Procedures – January 2016

First day of absence:

- Parent /carer to telephone / email school with reason for absence.
- If no contact from parent / carer, Office Manager to telephone and request reason for absence.
- If Office Manager unable to contact parent / carer by telephone, a text message and/ or email will be sent.
- If no response from any of the above, a letter requesting the information will be sent home.

Once a child returns to school:

- A note, addressed to the class teacher, should be sent into school, with your child. The note should include the date(s) of non-attendance and reason for it.

Absence due to medical appointment:

- Whenever possible, medical appointments should be made outside of school hours.
- If your child has a pre-booked appointment such as hospital, please take the appointment letter / card to the school office, prior to the appointment. This will be copied for your child's record.
- Your child should only be absent from school for the duration of the appointment, unless unwell.
- If your child has been advised by a GP to refrain from attending school due to illness, a parent / carer should contact school, as above, with information, including likely return date.

Other absences:

- Other absences, including holiday during term time, will not be authorised, unless there are exceptional circumstances.
- A written request for such absences should be addressed to the Head Teacher, at least two weeks prior to the proposed absence.
- Unauthorised absences may incur a penalty.

Lateness:

- Any child arriving late, after registers close at 08:55, should enter via the school office, where they should be signed into the late book by a parent / carer.
- **Under no circumstances** should a child be dropped off, and allowed to enter school late, unaccompanied.
- Late arrivals will be recorded in the register, including minutes late.
- Pupils arriving after the registers close at 09:15 will be marked as unauthorised absence.
- Persistent lateness will be discussed with a parent / carer, and may be referred to the School Liaison Officer (previously known as Educational Welfare Officer).

For further information, please refer to Frittenden CEP Attendance Policy on the school website or on KCC website at:

<http://www.kent.gov.uk/education-and-children/schools/school-attendance>