

Crook Primary School - Attendance **Advice and Information for Parents and Carers**

Crook Primary School is a successful school and your child plays their part in making it so. We try to make our school a happy and rewarding experience for all children and a place where parents can feel listened-to and supported.

For children to gain the greatest benefit from their education it is vital that they attend regularly. Children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

We ask parents/carers to help us maintain good attendance by

- Making sure that your child arrives at school on time. The school day begins at 8.55 am when children line up in the yard. Any child who arrives after 9.05 am will be marked as late. All registers are closed at 9.10 am.
 - Making sure that your child attends school each day provided that he/she is fit and healthy to do so
 - Contacting the school as soon as possible on the first day of absence to provide an explanation
 - Making sure that the school has up-to date contact details
 - Making school staff aware of any difficulties.
- Sometimes a child can become reluctant to attend school. If this happens, please let school know and we will try to help.

Understanding the different types of absence.

Every half-day absence from school has to be classified by the school (not by the parent) as either AUTHORISED or UNAUTHORISED.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments, emergencies or other unavoidable cause, and leave of absence in term time with the permission of the Head Teacher.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given.

This includes:

Parents/carers keeping children off school unnecessarily

Truancy

Absences which have not been explained

Children who arrive at school too late to get a mark.(arriving after the register is closed.)

Shopping, looking after other children, or birthdays

Day trips and holidays in term time which have not been agreed.

Why Regular Attendance is so important:

Any absence affects a child's learning, and regular absence will seriously affect a child's learning and potential.

Legal Duties and Responsibilities

It is your legal responsibility to make sure that your child attends school regularly and punctually if he/she is fit and well enough to do so. Allowing your child to be absent without a good reason creates an offence in law and may result in a fixed penalty fine or prosecution.