**Attendance**

**A GUIDE FOR PARENTS**

**1. When does my child need to be in School?**

Your child should be at school in good time for registration. The morning register will be called

promptly at **8.55am** and the afternoon register at **1.30pm**.

**2. What happens if my child is late?**

Registration finishes at **9.00am** in the morning and **1.35pm** in the afternoon.

If your child arrives between **8.55am** and **9.00am** he/she will be marked **late**.

If your child arrives after **9.00am** he/she will be marked **absent**.

If your child arrives between **1.30 and 1.35pm** he/she will be marked **late**.

If your child arrives after **1.35pm** he/she will be marked **absent.**

**3. Does the School need letters explaining my child’s absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence, before 9.30am preferably. If you do not phone us, we will phone you. However, we need a written explanation on your child’s return to school. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child’s end of year report.

**4. What reasons will the school accept for absences?**

• Illness

• Emergency dental / medical appointment (please make routine appointments after school or during the holidays)

• Day of religious observance

• Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

**5. What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

**6. Will the School contact me if my child is absent?**

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child’s safety as well as their regular school attendance. On returning to school we will require a letter explaining the reason for the absence.

If we are concerned about aspects of your child’s attendance or punctuality we will contact you to discuss the best way forward.

**7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family, however attendance in school is also important. Please try to minimise the time your child is absent by visiting family abroad over school holidays.

**8. What can I do to encourage my child to attend School?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he / she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his / her education.

**9. My child is trying to avoid coming to School. What should I do?**

Contact your child’s class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child’s reluctance to attend school and work together to tackle the problem.

In some cases you may find it helpful to discuss the circumstances of your child’s difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare

Officer who works with staff and families if difficulties with attendance arise.