

en produced for parents/carers  
information and support about  
uality.

s central to raising standards in  
uring all pupils can fulfil their  
nment has set a target of 95%  
pils. This rate allows for periods  
ar circumstances when absence  
voidable. We want your child to  
ly as this supports their learning.  
well or if you have a planned  
ild cannot attend school, please  
the earliest opportunity.

an be found on our website—  
chool.org.uk.

### It is important to school regularly?

child the best possible start in life.  
le to keep up with their work.  
ve better results.  
op friendships and social skills.

r child gets enough sleep.

ke sure your child has  
ast before school.



your child attends school  
regularly.

ur child arrives on time.



y follow the school rules.

est in their school work.



chool in its efforts to  
ge good behaviour.

child's school bags and  
te with their teachers.



### When does my child need to arrive at school?

The doors are opened at 8.45am. Your child should be in school by **8.55 am** for registration.

### What happens if my child is late?



If you arrive after 9.00 am you must enter the school via the **school office** to be registered.

- ✧ If your child arrives between **9.00 am - 9.15 am** they will be marked **late**.
- ✧ If your child arrives after **9.15 am** they will receive an **unauthorised absence** mark.

*Where children arrive after **9.15 am** parents & carers are expected to send a note to explain the reasons for lateness. Until such a note has been received and the explanation for lateness is accepted by the school your child's mark will remain on their record as **unauthorised**.*

- ✧ Remember that persistent lateness can be legally counted as unauthorised absence.



### Persistent lateness can .....

- ◆ Cause embarrassment to the child.
- ◆ Make it harder for the child to settle.
- ◆ Cause disruption to the rest of the class.

The school operates a First Day Response and will telephone families where children have failed to attend school in time for morning registration.

### Exceptional Circumstances

If you wish your child to be absent from school for any exceptional circumstances please complete a Special Leave of Absence Request form (available from office).

This should be done at the earliest possible opportunity and with at least 2 weeks notice. Please note that the Head Teacher will take into consideration your child's age, the time of year and the overall attendance pattern of your child and has the right to refuse your request for leave of absence.

### What happens if my child is a

#### Unplanned absences:

- ✧ Inform the school *before* 9.30 on the morning of the **first** absence.
- ✧ Phone the absence line in school as possible on **0207 722 8555** **attendance@primrosehill**.
- ✧ Keep the school informed if you continue.
- ✧ A written explanation of your child's absence is needed on returning to school.

*A written explanation of your child's absence is required on return to school. If a satisfactory explanation we will not accept. This will show up on your child's end of year report.*

#### Planned absences:

- ✧ Where possible, organise absences well in advance.

#### Medical

- ✧ Please try to arrange medical appointments out of school hours if possible the child should complete the appointment and return to school.
- ✧ Please provide an appointment card and explanation beforehand.

#### Religious Observance

If you wish to take your child on religious observance please inform the school in advance.

authorise any absences in the

ointments (these should be made  
where possible)

ement

observance

table?

r a parent or sibling

opping

trips

days

weather

**days will not be authorised**

clusive list.



### arding attendance?

school age must, by law, receive

y to day parental responsibility

t and fined for each child who is  
regularly or who is persistently

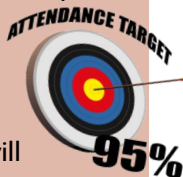
96 states that all pupils should  
y and punctually. 'If a child of

, who is a registered pupil at a  
regularly at the school, his parent

f the time or less will  
fect on learning.

ce every two weeks will  
nce.

16, 90% attendance will mean  
r of school - more than half a  
time in primary school.



### Family holidays during term time

Family holidays **must not** be taken during the school term. The guidelines from the London Borough of Camden state that under **no circumstances** should schools authorise absence for holidays or other circumstances on the grounds of cost.



If you take your child on holiday without authorisation, the Local Education Authority has the power to issue a Fixed Penalty Notice of £60 per parent per child, rising to £120 if not paid within 28 days. Failure to pay can result in a criminal record and a fine of up to £1000.



### What support is available?

The school endeavours to create an atmosphere where pupils are willing and enthusiastic attenders. If your child is trying to avoid coming to school what should you do?

Contact a member of staff immediately to discuss your worries. Your child could be avoiding school for a number of reasons:

- ◆ Difficulties with school work
- ◆ Bullying or friendship problems
- ◆ Family difficulties

Each school has a named Education Welfare Officer assigned to them who is employed by the local authority to support families to help resolve problems that may prevent children from receiving a full time education.

### Education Welfare Officer

Both the school and the Education Welfare Office monitor the attendance of each child. The Education Welfare Officer will contact families where children are absent and the school has not been given a reason or where the attendance rate gives cause for concern.

Good attendance and punctuality are essential and expected of our pupils. It is very important that all children attend school regularly, but if your child is unwell he/she should not be sent to school.



Better late than never  
But  
Better never late!

# Primros Primary

# Attend Book

