

## INTRODUCTION

This booklet has been produced for parents/carers and aims to offer information and support about attendance and punctuality with particular reference to the Nursery.

School attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. The government has set a target of 95% attendance for all pupils. This rate allows for periods of illness or particular circumstances when absence from schools is unavoidable. We want your child to attend school regularly as this supports their learning. If your child is not well or if you have a planned reason why your child cannot attend school, please inform the school at the earliest opportunity.

More information can be found on our website—[www.primrosehill.camden.gov.uk](http://www.primrosehill.camden.gov.uk).



### Why it is important to attend school regularly?

- ✓ To give your child the best possible start in life.
- ✓ They will be able to keep up with their work.
- ✓ They will achieve better results.

## Statutory School Age

Camden Attendance guidelines apply from a child's 5th Birthday however, we expect the same standards of attendance and punctuality for all children. Good habits start at an early age and children who regularly miss school in Nursery and Reception are more likely to have problems with attendance as they grow older.

As such we will apply the same procedures to Nursery as we do in the rest of the school. This includes monitoring attendance, looking for patterns of absence and lateness and working with you to improve this. Any absence requests must be submitted to Robin via the Absence Request form in the office or online at our website.

## 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 or 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 or online). This should be done at the earliest possible opportunity and with at least 2 weeks notice. Please note that Robin 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 absent?

### Unplanned absences:



- ✧ Inform the school *before* 9.30 am on the morning of the **first day** of absence.
- ✧ Phone the absence line in school office as soon as possible on **0207 722 8500** / email **[attendance@primrosehill.camden.sch.uk](mailto:attendance@primrosehill.camden.sch.uk)**
- ✧ Keep the school informed if the absence is to continue.
- ✧ A written explanation of your child's absence is needed on returning to school.

*A written explanation of your child's absence may be required on return to school. If we do not receive a satisfactory explanation we will not authorise the absence. This will show up on your child's end of year report.*

### Planned absences:

- ✧ Where possible, organise authorised absences well in advance.



### Medical

- ✧ Please try to arrange medical appointments during holiday times or out of school hours.
- ✧ If you cannot make doctor or dentist appointments out of school hours, wherever possible the child should come to school before the appointment and return to school afterwards.
- ✧ Please provide an appointment letter or a written explanation beforehand.

### Religious Observance

If you wish to take your child out of school for a religious observance please inform the school.

## Authorised Absence

The school can only authorise any absences in the following circumstances:

- ✧ Genuine illness
- ✧ Dental/medical appointments (these should be made out of school hours where possible)
- ✧ Close Family bereavement
- ✧ Recognised religious observance

## What is NOT acceptable?

- ✧ Caring for a parent or sibling
- ✧ Going shopping
- ✧ Day trips
- ✧ Birthdays
- ✧ Bad weather

✧ **Family holidays will not be authorised**

*This is not a conclusive list.*

## Family holidays during term time

Family holidays **should 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.

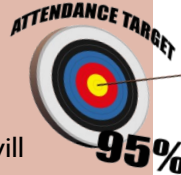
## What is the law regarding attendance?

Children of compulsory school age must, by law, receive a full time education.

Each person with day to day parental responsibility could be taken to court and fined for each child who is not attending school regularly or who is persistently late.

The Education Act 1996 states that all pupils should attend school regularly and punctually. 'If a child of compulsory school age, who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.'

- ✧ Attending 90% of the time or less will have a serious effect on learning.
- ✧ One day's absence every two weeks will give 90% attendance.
- ✧ Up to the age of 16, 90% attendance will mean losing over a year of school - more than half a year during their time in primary school.



Better late than never  
But  
Better never late!

MISSING (SCHOOL) = MISSING OUT

# Primrose Hill Primary School

# Nursery Attendance Booklet

EVERYBODY  
IN SCHOOL  
EVERYDAY