



Heald Place Primary School



Attendance & Punctuality Parents Guide

Absence due to Illness

If your child is too ill to come to school, you must contact the school OFFICE before 9.00am to inform them of the reason for your child's absence.

If your child is absent for more than 3 days then a copy of their prescription, or a note from a Medical Professional will be required to show to the school office. If this is not received, any further absences will not be authorised.

Parent / Carers are required to update the school office **each day** of their child's absence.

Absences due to other circumstances

Should you feel you have to keep your child off school for any reason, and this is **unavoidable**, then permission from the Head Teacher must first be requested via a letter to the Head Teacher.

Proof for this kind of absence must be provided, such as a letter from Immigration or Passport Office. If this evidence is not received, this absence will not be authorised.

(Other **unavoidable emergency** absences, such as a family bereavement, will be considered carefully on an individual basis. Please ensure that school is contacted and informed of the emergency.)

Medical & Dental Appointments

Please make all GP and Dental appointments **out of school hours**.

If you claim that your GP or Dentist refuses you this right, please inform the office and we shall address this with them.

Please only take your child from school for medical or dental appointments shortly before their appointment time, and return them to school immediately after.

If your appointment is from 10am onwards in the morning, please bring your child to school first for registration.

Please provide proof of **all** appointments to the school office – such as appointment cards or appointment letters.

Please be aware that we understand Hospital appointments cannot always be had out of school time and we do appreciate that these cannot be changed. However, please still provide a copy of their appointment letter or card in order that this can be authorised.



Application for Leave of Absence during term time

Requests for absences to travel out of the UK or out of the Manchester area must be applied for **in advance** by writing a letter of request to the Head Teacher.

Holidays are not permitted during term time.

Absences of this nature shall be considered by the Head Teacher on an individual basis and shall only be authorised in **Special Circumstances**. Proof of circumstance and flight details will be requested as evidence.

Penalty Notices will be issued to parents who take their children out of school without authorisation or permission.

We request that proof is provided to the school for any absences due to illness which are immediately before a leave of absence or immediately after.

We also require proof of any absences due to illness or other authorised circumstances on the first day of a term and the last day of a term. (This is to ensure pupils do not finish terms early or start the new term late) ***If you are unsure of when our school closes and re-opens, please ask at the office.***

Punctuality

School starts at 8.50am and children should be lining up on their playground at this time as registration starts at 9.00am. Any child arriving after 9.00am must enter the school via the school office and sign in. The list of children and parents arriving after the registration has opened at 9.00 am will be contacted by a member of staff. Further meetings and offer of support may be offered to improve the child's punctuality.

Registration closes at 9.10am. Children arriving after the close of the register will be recorded as late.

Pupils arriving after 9.00am are considered to be late. Late arrival disrupts the learning and focus of those children who are ready and willing to begin their day as well as those who have arrived late. We have this rule in order that children learn vital life skills and are prepared for the day ahead.

Attendance and Punctuality at Heald Place Primary School is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider community.

We welcome new ideas and strategies on how to help us improve the attendance and punctuality of our pupils.

We offer support consistently to pupils and their families around issues relating to attendance and punctuality.

Our rules and regulations around attendance and punctuality are there to ensure the safety and well-being of your children, and to ensure that every pupil is given the opportunity they are entitled to learn, grow and achieve to their highest expectations.

Thank you for your ongoing support.

