

Q. What do I need to do if I have to take holiday in term time?

A. *You will need to complete a 'Request for Leave of Absence' form available from the school office. You are very welcome to discuss your application with the Headteacher before you submit the form. Please complete the form at **least 6 weeks** before the proposed holiday. When deciding whether or not to authorise the absence the Headteacher will take into consideration factors such as the general pattern of attendance and the reason for the request. You will then be informed whether the request is approved.*

Q. What happens if my request is not approved?

A. *Any time taken off school for the holiday will be deemed unauthorised and marked on your child's records accordingly. Please be aware that all circumstances will be taken into consideration when deciding whether or not to authorise a request for leave of absence during term time, however it should be noted that authorisation **cannot** be given for any requests;*

- * if a child's attendance is below 90%
- * during SATs week
- * without giving at least 4 weeks notice
- * if a period of holiday has already been authorised in the academic year

Q. What happens if I am late to pick up my child at the end of the day?

A. School finishes at 3.10pm and **in the event of a child not being collected within 15 minutes of the specified time:**

- The parent/carer will be contacted and if no reply emergency contact numbers will be called
- The child will only be allowed to leave with someone identified by the parent/carer
- Staff will write an incident report

If a child is not collected within 45 minutes of the end of the day:

- The Referral and Assessment team will be contacted and they will advise on further action to be taken
- A notice will be displayed for the parent advising of action taken if the site has been vacated.
- **Telephone numbers:** West Berkshire Referral Team (Social Services) 01635 503405 or out of hours number 01344786543

Bradfield C of E (VA)
Primary School



**Attendance Guidance
for Parents and Carers**

Dear Parents,

As a parent, part of your responsibility is to make sure that your child attends school. This leaflet will hopefully answer any questions you may have about attendance. As always, if you have any questions or need advice, please do not hesitate to contact the school.

Yours sincerely
Miss J Slade
Headteacher

DAILY ATTENDANCE

Q. What time should my child arrive at school?

A. *Between 8.45am and 8.55am.*

Children can arrive in school from 8.45am when the side gate is opened. The doors into school are opened at 8.50am and this is when learning begins in the classrooms.

Children must be in their classroom for the start of the school day at 8.55am.

Q. What happens if my child is late?

A. *Punctuality is a really good habit to develop – lateness is disruptive to the class and may mean that your child misses out on important information. If your child arrives after 9am, they need to go to the school office and be entered in the Late Book.*

If your child arrives after 9.05am, this will be deemed unauthorised and counts as a half day's absence. In severe weather conditions exceptions to this ruling apply.

We recognise that sometimes being late is unavoidable and would much rather you arrived late than not at all. For example, if you've overslept or your car doesn't start – let us know and we will try to help. However late you are it is still better to come in than miss school.

Q. What is the difference between an "Authorised" and an "Unauthorised" absence?

A. *Only the Headteacher can decide whether an absence is considered authorised or unauthorised. Some absences are allowed by law. If your child is too ill for school, has a specialist medical or dental appointment that cannot be arranged out of school hours – these are called "authorised" absences. If the school is not notified in advance of these appointments they will be recorded as an unauthorised absence. All routine appointments should be made out of school hours and if not can be considered "unauthorised" absences. **Please present copies of***

any medical appointments to the office for authorisation.

Q. What if my child is ill?

A. *If your child is ill s/he should stay at home. A child who is unwell does not gain anything from being in school and may pass on his/her illness to other children or staff. However, a child may sometimes appear unwell first thing and brighten up during the day – If this happens then bring him/her to school as soon as s/he is feeling better.*

*If your child has sickness or diarrhoea, they should be kept off school for **48 hours** after their last episode of illness.*

If your child is ill please make sure that you let the school office know, by 9.15am on each day of illness. If your child is ill for more than 2 days we will require medical evidence to record the absence as authorised. An unexplained absence will be followed up with a telephone call to the parent or carer. In this way we know that your child is safe and accounted for.

Q. Can I take my child on holiday in term time?

A. *There is no entitlement to holidays in term time unless exceptional circumstances apply.*