

School Attendance: A Guide for Parents

Why is Attendance and Punctuality Important?

'Every child has a right to a good education to help them fulfil their potential and to develop the skills required to access the world of work and other opportunities.'

Your child's education is very important to us at Kibworth CE Primary School. In partnership with you, we want to help to prepare your child for a successful future. To do this, we expect parents and carers to make sure that their child is here every day and on time. We want your child to learn at the same pace as everyone else. If they are late or are absent from school, this becomes more difficult to achieve. It is also your legal responsibility as their parent or guardian to make sure they are at school on time. Morning registers are taken at 8:55 am.

Absence- illness

1. Telephone the school office on the day of the absence and each day thereafter (if appropriate) before 8:55am.
2. Provide the school with medical evidence where it is available e.g. medicine bottles, prescriptions
3. Ask the GP and / or school for advice on absence periods.
4. Don't condone absence! Only allow time off if your child is genuinely ill!
5. Communicate with the school if there is a problem at the earliest possible opportunity.

Authorisation for an absence may be given:

- Any absence where medical proof has been provided to the school.
- Illness.
- Your child has been seen in school by a qualified first aider.
- Authorised absences have been agreed by school and will not result in any legal consequences for the parents / carers.

Medical Appointments

- Wherever possible, please avoid medical appointments in school time.
- If appointments in school time cannot be avoided, ensure an appointment card (or letter) is handed to the school office prior to the appointment.
- If parents do not have an appointment card etc. ensure that the school have provided a slip to be stamped by clinic / dentist etc. to confirm appointment.
- Wherever possible, attend school prior to the appointment and return to school following the appointment.
- If your child does not return to school on the advice of the GP, always contact the school to inform them of the outcome – this may need to be supported in writing by the GP.