

**Christ Church CofE (VA)
Primary School and Nursery
Ania Vaughan
Acting Headteacher
Tel: (01920) 462158
E-mail: admin@christchurch.herts.sch.uk**



**New Road
Ware
Hertfordshire
SG12 7BT**

**CHRIST CHURCH SCHOOL
ATTENDANCE - A GUIDE FOR PARENTS**

Attendance and punctuality are generally very good at Christ Church. We would ask parents' co-operation in ensuring this continues.

1. **When does my child need to be in school?**
Your child should be in school by 8.45 am in time for registration at 8.55 am.
2. **What happens if my child is late?**
Registration finishes at 9.00 am.
If your child arrives after 9.00am they will be marked late.

Pupils who arrive after registration **MUST** report to the school office. If a pupil is late on several occasions a meeting will be arranged to discuss the reasons for repeated lateness.

Does the school need a letter explaining absence?

It is essential for parents to telephone the school on the first day of absence. A letter on the child's return is required. If we do not receive an explanation or if it is unsatisfactory we will not authorise the absence. This is considered by the Government to be the equivalent of truancy and will be shown on their annual report.

What reasons for absence are acceptable?

- Illness
- Essential medical appointments (routine appointments should be in holidays or after school)
- Days of religious observance
- Family bereavement
- Family holiday/extended family visits abroad (where prior approval has been sought and granted).

In cases of recurring medical absences the school may ask for a medical certificate to be produced.

What is unacceptable?

Day trips, visiting relatives, shopping, birthdays or looking after brothers and sisters etc.

Can we take a family holiday in term time?

If possible all holidays should coincide with school holidays. In exceptional circumstances a letter requesting permission and request form should be written to the Head teacher **no less than three weeks in advance**. We strongly advise that pupils in Year 6 are not taken out of school. No holidays will be authorised during SATS week.

What can I do to encourage my child to attend school?

Ensure your child has enough sleep- going to bed early and getting up in plenty of time. Ensure they have the correct clothes and necessary equipment. Show interest in your child's education. If you feel your child is attempting to avoid going to school for any reason contact the school immediately. Their reluctance could be caused by difficulties with work or with friendships, with bullying or family difficulties. It is important that together we identify the root cause and work together to tackle whatever problem there may be.