

Medical appointments during school time

If your child needs to leave school (e.g. for dental or hospital appointments) please inform the school office beforehand with a copy of the appointment card and we will arrange for your child to be collected and returned to school via the school office so that registration is accurate.

We appreciate the fact that parents, where possible, do try and schedule these appointments after the end of the school day.

Request for leave of absence in term time

Please complete the relevant form and explain the exceptional circumstances relating to the leave of absence you would like the Head Teacher to consider.

(If the request is for a family holiday please explain why this cannot take place in the school holidays)

Work will not be set for holidays and extra reading books are not issued.

Forms to request a leave of absence in term time are available at the main entrance to the school and on our website.

Holidays taken in term time affect the overall attendance statistics for the school.

How can I help?

- ✓ Bring your child to school every day
- ✓ Bring your child to school on time
- ✓ Keep us informed if your child is absent from school for any reason

Need to know more?

If you have any further queries about how we manage attendance or wish to see a copy of our Attendance Policy, do not hesitate to talk to your child's class teacher or Mrs. Molloy our headteacher.

School Matters!



Attend Today, Achieve Tomorrow

Tweedmouth Prior Park First School
Dean Drive
Berwick upon Tweed
TD15 2DB
Telephone 01289 306667
Headteacher Mrs. P. Molloy

Looking, Listening,



Loving to Learn

**Every Day
and
Every Minute Counts**



School Attendance

We expect all children on our school roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so.

Why is regular attendance so important?

- ◆ Every child or young person is entitled to an education.
- ◆ Parents who do not ensure their children receive an appropriate education put their whole future at risk.
- ◆ Being absent from school affects the pattern of your child's schooling and regular absence will seriously affect their learning.
- ◆ Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.
- ◆ In order for your child to take full advantage of the educational opportunities we provide, they need to be in school every day.

The Law

All children of compulsory school age (between 5 and 16) are required to receive an education. As parents/carers you are responsible for ensuring your child receives an education. You risk criminal prosecution if your child fails to attend regularly, and punctually, at the school where s/he is registered.

Absence = Lost Learning

190 School Days

Absence

100% attendance	190 days	0
95% attendance	180 days	2 weeks
90% attendance	171 days	4 weeks
85% attendance	161 days	6 weeks
80% attendance	152 days	more than half a term
75% attendance	143 days	9+ weeks

The government classifies anyone with a school attendance rate of 90% or below as a persistent absentee.

School will report to you half-termly on your child's attendance and punctuality rate.

An Educational Welfare officer visits our school each half term to check school registers of attendance.

She works closely with school staff, parents, and when necessary, other agencies to help you and your child overcome any attendance problems.

Lateness = Lost Learning

(Figures below are calculated over a school year)

5 mins late each day	3 days lost!
10 mins late each day	6.5 days lost!
15 mins late each day	10 days lost!
20 mins late each day	13 days lost!
30 mins late each day	19 days lost!

Lateness

The school day begins at **8.55** when children line up in the playground.

The first lesson of the day for all classes is phonics and spelling and begins straight after registration. If your child is late they will miss some of the lesson!

Lateness also disrupts the learning of others and can result in late pupils feeling greater stress and achieving poorer results.

Research shows a close link between attendance at school and a child's achievement; being late also adds up to a loss of learning.

Please support your child by being on time at the beginning of the school day to ensure that they:

- ☺ Have a settled start to the day
- ☺ Are calm and ready to learn
- ☺ Gain a great life skill
- ☺ Reach their full potential



In the unlikely event that your child is late for school, arriving after **8.55**, please accompany them to the school office and sign the late book stating the reason for being late.