

The School Day

Attending school on a regular basis, from the very start, sets a positive life-long attitude to learning and the routine and discipline of daily work. We would expect our parents and carers to support the school in establishing such an attitude.

The times of the school day for William Cobbett Junior School are as follows:
8.50 a.m. to 3.15 p.m.

Punctuality

Poor punctuality is not acceptable. Persistent lateness will be monitored and letters sent to parents to inform them of learning time lost. If lateness remains a problem a referral may be made to the Education Welfare Service.

Registers at our school open at 8.50 a.m. and are taken promptly. Children will be recorded as being late if they arrive after 8.50 a.m. but before 9.20 a.m. when the registers close. Arrival after 9.20 a.m. will be recorded as unauthorised absence.

If a child is late for school, they should always enter the building via the School Office so they can be recorded as being present.

When your child arrives...

on time ☺	late ☹
<ul style="list-style-type: none"> ☺ registration takes place quickly and learning can start straight away ☺ the day gets off to a good start for everyone ☺ everyone hears the same information, instructions and explanations and takes part in the important 'beginning of the day' discussions ☺ everyone quickly settles into the routine of the day 	<ul style="list-style-type: none"> ☹ registration will have been completed and learning will already have started ☹ the day gets off to a poor start as learning is interrupted ☹ they will be at an immediate disadvantage as they will have missed all the important discussions, instructions and explanations ☹ they will be unsettled and unsure of what to do

If you need support, help, advice or ideas on how to ensure your child attends school regularly, please ask.

We are here to help.

Home School Link Worker (Sue Lang): 07806 757587

CREATING LIFE LONG LEARNERS



*Badshot Lea Village
Infant School*



Hale School



*Weybourne
Infant School*

Attendance



A Guide for Parents and Carers

Attendance Policy

This leaflet explains the main parts of our Attendance Policy which has been written and agreed by the Governing Body. We hope you find the information helpful. The contents of this policy are common to Badshot Lea Village Infant School, Folly Hill Infant School, Weybourne Infant School, Hale Primary School and William Cobbett Junior School. The only differences are the times of the school day.

We know that every school day lost can have a serious impact on pupil attainment and overall progress in school.

During the academic year pupils are at school for 190 days and at home for 175 days.

How can you help?

You can help the child you care for by ensuring they:

- attend school regularly
- arrive at school punctually
- have everything they need for school ready the night before
- have regular bed and waking up times on school days.

Leave of absence

Parents and carers cannot demand authorised leave of absence for their child/children as a right.

It has been agreed by our schools that the Headteacher, on behalf of the Governors, will consider, at their discretion, leave of absence in exceptional circumstances for up to five school days (ten school sessions) in total in any school year.

Any family holiday should be taken in school holidays. The law, Education (Pupil Registration) (England) (Amendment) Regulations 2013, states that headteachers may not grant any leave of absence unless there are exceptional circumstances. If this is the case a leave of absence form must be completed. This is available from the school office or on the website. We may ask for proof to back up your request.

Exceptional circumstances would include medical appointments that cannot be arranged outside the school day, religious faith observance and the particular needs of service families. A complete list of exceptional circumstances which would be considered for leave of absence is included in the attendance policy. This is available from the school office or on the website.

Recording Attendance

By Law, registration is completed at the start of both the morning and the afternoon school sessions, recording attendance or non-attendance (absence) for every pupil. Attendance, non-attendance and punctuality is held electronically and recorded on pupils' annual written report to parents. It is also passed to Surrey County Council (SCC) and the Department for Education (DfE) for monitoring purposes.

By Law, the reason for absence must be recorded at registration.

Illness

In the case of illness it is extremely important that parents and carers inform the school by telephone or e-mail by 9.15 a.m. on the first day of absence. We expect the school to be kept informed in the case of prolonged illness.

Unauthorised absence

Unauthorised absence will be recorded when parents and carers have not provided a legitimate reason for absence or leave of absence has not been granted.

Pupils who arrive late at school after the registers have closed will also be recorded as having unauthorised absence unless parents and carers can provide a valid reason for lateness.

Legal Duty and Penalty Notices

As a parent or carer, you have a legal duty to ensure your child attends school regularly. Failure to do so could result in a referral to the Education Welfare Service.

A Penalty Notice may be issued as an alternative to prosecution where it is judged that a parent is failing to ensure their child's regular school attendance. Full details can be found in the attendance policy.