

## Types of Absences

### Authorised

If your child is absent from school and the reason given by you is acceptable, the school will authorise the absence. This would normally include:

- Illness
- Medical/dental appointments
- Certain days of religious observance
- Other special circumstances.

### Unauthorised

The reasons which are not acceptable and would therefore be recorded as unauthorised include:

- Shopping,
- Birthdays.
- Lateness after the end of registration
- Absence with no reason given.

## Holidays in Term Time

Family holidays during term time will be coded on the register as unauthorised in line with County Council policy

From a safeguarding perspective we require notification if you intend to take a family holiday during term time so that we are aware where your child is and can code the register accordingly.

Holiday forms for this purpose can be obtained upon request.

**It is far less disruptive to a child's education if holidays are taken during school holiday periods.**



## Attendance Matters

## Information leaflet for Parents and Carers

## Dear Parent/carer

Stepaside CP School is aiming, with your co-operation, to maintain our excellent record for attendance and punctuality.

We all know that every day attendance at school is vital for children to get the most out of their education, and, with this in mind we continue to place a high priority on good attendance.

Where attendance is a concern, we work closely with parents to give as much support/advice as we can.

Good punctuality is also important. Parents may not be aware of the difficulties experienced by their children even if they are only a few minutes late each day and we ask that you continue to support us by ensuring your child arrives promptly each morning, thank you.

For further details please refer to the full attendance policy which is available for download from the School Website.

Thank you for your full co-operation, Mrs K Chandler-Hall

## Have you thought?

Missing 10 minutes per day through being late equals almost a whole hour of lessons missed each week for your child, which over the year adds up to nearly 2 whole weeks of schooling.

By missing just one day a week, over the course of their school career, a child will miss 2 years of schooling.

Arriving late causes disruption to the whole class, as well as to the child who is late. Children are very often embarrassed and upset at coming into class late. A child arriving late may miss his/her teacher's instructions for the first lesson of the day.

Helping your child develop, from an early age, good habits in terms of attendance and punctuality will carry through to adult and working life.

**Pupils should arrive promptly to start at 9.00am.**

Pupils arriving after these times must come to the office and will be marked as late. Registration closes at 9.30 and pupils not in school or arriving after this time will be marked with an unauthorised absence unless we have been notified of illness or appointments etc.

## First Day Contact

In all cases of absence parents or carers please

- Telephone the school 01834 812764 on the **first day of the absence** before 9.15 am. A message can be left or you can speak to the secretary. Tell us the reason for the absence and how long the child is likely to be off school. Alternatively you may prefer to email the school- [admin.stepaside@pembrokeshire.gov.uk](mailto:admin.stepaside@pembrokeshire.gov.uk)
- If more than one day's absence is necessary please keep the school informed either by phone or email.
- Avoid medical appointments during school time, but if absolutely necessary, please bring your child to school for the remainder of the day. Hospital appointment letters must be shown to the class teacher.
- If an absence of more than a few days is likely, please inform us and the class teacher will provide work for your child.
- If your child is suffering from vomiting or diarrhoea, they should remain absent from school for 48 hours following their last episode, so as to help prevent the spread of infection. For exclusion times for other illnesses please refer to the NHS website or a

