

Punctuality

At 8.55am the bell rings and children should be on the playground ready to line up to go into school. Once in school the doors are closed.

If you arrive after 8.55am you must bring your child to the main entrance and sign them in, giving a reason for lateness. Signing your child in provides a record that your child is in school and we then know to include them in the register should there be a fire emergency.

If you know you are going to be late for whatever reason, please call the school office (0191 3842249) as soon as possible. This helps with registration and dinner administration.

The registers close at 9.00am. If you arrive after 9.15am without a valid reason (ie a medical or dental appointment or a prior arrangement) this will be recorded as an unauthorised absence.

If your child is persistently late for school the EWO will be notified and further action taken. They can issue a fixed penalty fine if your child is late more than 20 times per term???.

Attendance

Attendance levels for our school are high, they average 96%. We work closely with our Educational Welfare Officer to monitor attendance and if your child's attendance falls below the Government recommendation of 92%, further action will be taken by the EWO.

Please make sure you inform the office before 10am if your child will not be in school. You can let us know preferably by telephone (3842249) or by email at nevillescros@durhamlearning.net.

Absence during Term Time

The school year includes 13 weeks when the children are on holiday.

If you wish to take your child out of school, a formal request must be made to the Head Teacher before holidays are booked.

Please remember that you do not have a legal right to take your child or children out of school for holidays during term time and it is the head teacher's discretion to authorise up to 10 days family holiday.

Term dates are available on the school website or from the school office so that you can plan holidays accordingly.

Illness, Medical and Dental Appointments

If your child is not well enough to be at school then they should be at home or with other carers. They should not be out and about at the supermarket for example.

Please try to organise doctor and dentist appointments out of school hours. There will obviously be times when this is not possible but we ask that these are kept to a minimum.

How Attendance is Recorded

The Local Authority uses a series of codes to record absence from school.

Authorised absences include:

- L = late but arrive before 9.10am
- I = Illness
- M = Medical/dental appointments
- H = Holiday agreed by the head teacher
- C = Other agreed circumstances (ie family bereavement, funeral etc)
- B = Educated off site (ie a music exam, extra-curricular competitions, visiting another school etc)
- P = Approved sporting activity

How to Request Holiday Absence During Term Time

A formal, written request must be made to the Head Teacher requesting permission for absence, not just informing the school that your child will be absent.

Please remember that you do not have a legal right to take your child or children out of school for holidays during term time.

The Head Teacher considers every request for leave on an individual basis and makes a decision based on:

- the time and duration of the leave
- the child's record of attendance including previous term-time leave
- the child's attitude to study
- the child's progress
- the disruption to the learning of the rest of the class

Absence which is close to SATS or at the beginning of a school year will not be authorised.

Please consider all of these points before making a request.

Unauthorised Absences

An absence will be marked as unauthorised if the school does not receive an explanation for it, or if an appropriate reason is not given (illness or a medical appointment for example)

Unauthorised Absences include:

N = no reason given for not being in school

U = late arrival in school after 9.15am

G = Holiday not agreed

Please note that absence due to family birthdays will be recorded as unauthorised.

Unauthorised absences reflect badly on the school as a whole so we obviously try to keep these to a minimum. We ask all parents to respect this and to help maintain our high attendance levels .

Come and Talk to us

If you would like to discuss attendance further, please call the office and arrange a meeting with the Head Teacher.

Tel: (0191) 3842249

ATTENDANCE

A Guide for Parents

