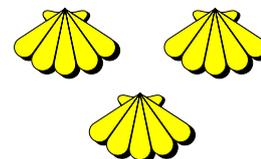


High Wych C E Primary School

Founded in 1861



High Wych, Sawbridgeworth, Hertfordshire. CM21 0JB

Telephone: (01279) 722109 Fax: (01279) 600396

E-mail: head@highwych.herts.sch.uk

admin@highwych.herts.sch.uk

Head Teacher: Mrs M. J. West

'This continues to be a Good School' Ofsted March 18

ATTENDANCE FACT SHEET FOR PARENTS

Absences

At High Wych Primary School, we are committed to high standards of attendance. Good attendance helps the children in this school community to maximise their learning.

Punctuality/Lateness

The school gates open at 8.40am to allow children to be ready in class for the start of registration at 8.50am. If you arrive after that time, you will be coded as late. Please bring your child to the main entrance to sign them in and give a valid reason. The registers close at 9.20 so if your children arrives after that will be marked as absent for that session unless an acceptable reason is cited.

End of the Day

Please make sure you arrive in plenty of time to pick up your child at the end of the day. In an emergency, if you are going to be more than 5 minutes late at the end of the school day to pick your child up, please let the school office know, and either book them into After School Club (if there is space) or make other arrangements. Please do not phone the office to pass on information to your child about picking up arrangements **unless it is an emergency** as the office can be a very busy place towards the end of the day.

All children in KS1 and FS must be collected by an adult- please let us know if it is a different adult to usual. Children in KS2 may leave the classroom at the end of the day without an adult so please make sure you have arranged with your child where you will be collecting them from.

What do I do if my child is sick?

If your child is ill or has an emergency doctor's appointment, you are asked to report this absence by 9.00am using our designated absence reporting line. Please ring 01279 722109 and leave a message on option 1. Please state your child's name, class and reason for absence. Please state a specific reason - 'not well' will not be authorised. You may also email absense@highwych.herts.sch.uk

The school will telephone parents on the first day of absence if we have not received notification by 9.00am and may follow up on the reason given. We will continue to contact you to ensure safeguarding measures are secure.



Sickness

In the case of sickness and diarrhoea, keep your child at home until 48 hours after the last incident. For all other illnesses, please ask for the most up to date advice from the office.

Please **Do Not** keep your child off if they have a cough and cold. If they do not feel well, please send them in and we will decide if they need to go home. Please do not tell them that if they do not feel well to get the office to call home and you will collect them because they will instantly want to come home.

Planned Absence

What to do if my child needs a medical appointment?

It is encouraged that appointments, such as dental and doctors, are made after the end of the school day or in the holidays. However, if there is an unavoidable reason why your child needs to leave school during the school day, you must inform the school in advance via telephone or by email. You will need to collect and return your child from the office so we can sign them in/out. Please provide evidence of the appointment attending or evidence of any prescribed medication. Absence will be recorded as unauthorised until this has been shared.

Term time holidays

Holidays during term time may well incur a **penalty notice**. While we appreciate that it can be more expensive to go away in the holiday periods, this ultimately means losing valuable school time at the expense of your child's education. If your child is absent from school because of a holiday, this will be classified as an unauthorised absence unless there are exceptional circumstances. This includes returning later from holiday and leaving earlier than indicated.

All holiday applications should be made to school, prior to any arrangements being made and a meeting held with the Deputy Head if absence is longer than 2 days. The Headteacher will then consider and respond on an individual basis.

Please always be honest about absences as this sets a good example to your child. Absence codes can and will be changed should further information come to light.

What is considered as Poor Attendance?

The threshold for persistent absence - as defined by the DFE- is 90%.

In this school, we are aiming for every pupil to achieve attendance levels of at least 96%. We monitor attendance and provide termly reports on specific pupil's attendance. At the end of each half term we identify all those pupils whose attendance is causing concern and we will issue a letter informing those parents. We then discuss strategies to support those pupils and may contact parents to provide further support. We then monitor the pupils' attendance on a weekly basis and hope to see an improvement.

To view our full Attendance Procedures and the regulations around these please read the school Attendance Policy.

May 2019

