



Edmondsley Primary and Nursery School

03/01/16

Happy New Year everyone!

I hope everyone had a lovely Christmas and Santa was kind!

Home/School Organisers and Start and End of school day

If you would like to pass on any messages to your child's class teacher, please use the Home/School Organiser. Alternatively, staff are available to speak to, preferably at the end of the day. Key Stage 1 staff are available from 8:45 on the school yard and Mr Glenton will be available from 8:50 on the yard for Key Stage 2.

Reception and Key Stage 1 children - Lining up in the yard in the morning.

To promote independence, please can you encourage your child to line up in the yard by themselves when the whistle is blown at 8:50. We kindly request that adults move to the side so that there is enough space for this to happen. This will be greatly appreciated by our staff. To help the children to do this well, each teacher will place a marker post to show where children should line up.

If it is raining, an adult will be at the Key Stage 1 and 2 entrance to welcome your child into school from 8:45.

Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances.

Persistent Absence

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence. Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement Action

If Your Child Is Absent You Must:

- Contact school on the first morning of absence.
- Keep school informed on a regular basis if your child is absent for a long period.

Failure to do these things may result in your child's absences being unauthorised

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence, when this has been requested.

Holidays / Leave of Absence

Please request an **application form** from school. Unauthorised leave may result in a Fixed Penalty Notice (fine).

Medical Appointments



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary.

If your child is well enough to go back to school following the appointment they should do so.

Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

Lateness

School starts at 8:55 am.

Your child will receive a late mark if they arrive after this time. The register closes at 9:05 am. If your child arrives after this time, they will receive a late mark.



Please remember to contact us if your address or contact details change!